EOR 333
Reg. 1/4/37

DEPARTMENT OF AGRICULTURE
WASHINGTON

January 1, 1937

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★ JAN 6 - 1937 P
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Secretary's File Room

MEMORANDUM NO. 706

Resettlement Administration

Pursuant to the authority delegated to me in Executive Order No. 7530 , dated December 31, 1936, it is hereby ordered that the Resettlement Administration will operate as a separate unit of the Department under the direction of the Secretary of Agriculture, and all authorizations, delegations of authority, and procedures heretofore issued or approved by the Administrator of the Resettlement Administration are hereby continued through March 31, 1937.

The administrative officers of the Resettlement Administration are hereby authorized and directed to utilize the services of the present personnel and the funds, books, files, records, papers, equipment, and all other property of the Resettlement Administration.

This order shall be effective for a period of not to exceed **ninety** days unless otherwise ordered by me.

H A Wallace

Secretary.

Dupe Reg. 1/4/36

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED
JAN 6 - 1937
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Secretary's File Room

January 1, 1937.

MEMORANDUM NO. 707

CONSOLIDATION OF LEGAL WORK.

Effective at once and in conformity with the practice otherwise obtaining in the Department of Agriculture, the legal work of the Resettlement Administration will be performed under the supervision and direction of the Solicitor of the Department.

The personnel and the books, files, records, papers, and equipment and all other property of, or pertaining to, the legal division, Resettlement Administration, are transferred to the Department.

The date of this memorandum was changed from January 4 to January 1 by verbal direction of Mr. Wenchel. Mr. Wenchel advises that Mr. Appleby approved the change in date.

LED

1/7/37

H. A. Wallace

Secretary.

INITIALS_____	SIGNATURE_____
NOTE AND RETURN_____	RECOMMENDATION_____
MEMORANDUM_____	ATTENTION_____

Dupe Reg 1/4/36

DEPARTMENT OF AGRICULTURE

WASHINGTON

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Secretary's File Room

January 1, 1937.

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H A Wallace

Secretary.

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Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

Memorandum for Mr. Appleby.

Dear Mr. Appleby:

Following the meeting called by you on Saturday, December 19, 1936, conferences were held between representatives of this office and the General Counsel's Office of the Resettlement Administration. As a result of these conferences, it has been arranged that the legal division of the Resettlement Administration, with the exception of one section, will be presently set up as a division in the Solicitor's Office of the Department, with Mr. Monroe Oppenheimer, the present General Counsel, in charge of the division.

The present legal division of the Resettlement Administration is composed of five sections, as follows: Land Utilization, Rural Rehabilitation, Land Title, Community Management, and Community Resettlement. In addition to the General Counsel, there are two Assistant General Counsels. The Land Title Section will be immediately transferred to the Land Acquisition Division of the Solicitor's Office. The other sections, as stated above, will be transferred to the Solicitor's Office as one division, with Mr. Oppenheimer in charge of the division and the two present Assistant General Counsels as his assistants. The present heads of the sections will remain in charge. The regional offices, previously established by the General Counsel, will be under the supervision of the chief of the new Resettlement Division of this office.

The non-professional personnel of the General Counsel's Office will remain in the same relative positions and will perform the same duties, under the supervision of the Chief Clerk of the Solicitor's Office.

Consideration was given to the possibility of dividing the functions of the respective sections of the General Counsel's office and absorbing them in the present organization of the Solicitor's Office, but this was discarded in favor of bringing over the entire office, with the exception of the Land Title Section, as a unit, since it was believed that this arrangement would more easily lend itself to administering the legal work of the Resettlement Administration without undue confusion in the beginning. It is intended later, as the situation develops, gradually to absorb the functions of the several sections of the legal division of the Resettlement Administration in the existing divisions of the Solicitor's Office, wherever this can be done in order to make the work of the office more efficient. While no definite statement on the point can be made at this time, it is believed that, after the process of absorption referred to in the preceding sentence has been completed, the remaining functions and personnel of the present General Counsel's Office can be vested in, and organized into, two, or possibly three, new and permanent divisions of this office, which will handle Resettlement matters.

Memorandum for Mr. Appleby.

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Under the arrangement above outlined, the merger of the two offices can take place at any time now without interfering in the slightest degree with the normal and proper functioning of either office.

Attached is a proposed form of memorandum for the signature of the Secretary, designed to carry out the above arrangements. This form, with the exception of an added paragraph transferring the personnel, books, and so forth, to the Office of the Solicitor, is identical to the form used by the Secretary in the consolidation of the General Counsel's Office of the Agricultural Adjustment Administration and the Solicitor's Office of the Department.

Very truly yours,

Martin G. White

Solicitor.

Enclosure.

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Very truly yours,

Solicitor.

Enclosure.

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★ JAN 8 1937 B
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Filed

Order #35 Sec. 1-7-37 (R)

ECW
Supervision

January 4, 1937.

MEMORANDUM NO. 708

Departmental Emergency Conservation Work Committee.

Some question has arisen regarding representation of the Bureaus in the Department participating in ECW on Mr. Fechner's Advisory Council. The Executive Order of April 5, 1933, provided that the Secretary of War, Interior, Labor and Agriculture should each designate a representative to serve for their respective Departments on the ECW Council. In accordance with the terms of the Executive Order, I designated Major Stuart, then Chief of the Forest Service, to represent the Department and when Mr. Silcox succeeded Major Stuart, he was in turn designated.

Mr. Silcox is on the ECW Council, not in his capacity as Chief of the Forest Service, but as my personal representative for the Department of Agriculture. His duties in that capacity are to properly represent the Department in all matters having to do with ECW excepting as may be otherwise arranged between him and me or the acting Secretary.

In order that all Bureaus participating in the Emergency Conservation Work project may be provided opportunity for representation and so that Mr. Silcox may have the benefit of their advice, I am requesting that the Chief of each Bureau participating in Emergency Conservation Work name a representative to serve on a Departmental Emergency Conservation Work Committee. This Committee will be called together from time to time, as exigencies of the work require, by Mr. Silcox or Mr. Morrell, who assists him in ECW, for the purpose of advising on any matters which require the Committee's attention.

Decisions having been reached, Mr. Silcox will be responsible for properly advising the other Bureaus and for taking such action as in his judgment may seem necessary to insure that the policies of the President and the Director of Emergency Conservation Work are carried out.

In accordance with the above plan, the Chief of each of the following Bureaus is requested to advise Mr. Silcox who will represent him on the Departmental Committee:

Soil Conservation Service, Bureau of Biological Survey, Bureau of Agricultural Engineering, Bureau of Animal Industry, Bureau of Entomology and Plant Quarantine, and Bureau of Plant Industry.

H A Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED
FEB - 4 1937

January 29, 1937.

MEMORANDUM NO. 709

Communications for Consideration of Committees of the U. S. House of Representatives

The Speaker of the House of Representatives has called attention to Rule XLI of the House, which reads as follows:

> "Estimates of appropriations and all other communications from the executive departments intended for the consideration of any committees of the House, shall be addressed to the Speaker, and by him referred as provided by clause 2 of Rule XXIV."

The Speaker has pointed out that the practice which has grown up in recent years of the heads of Departments addressing communications involving matters of legislation to the Chairmen of certain committees has been responsible for some confusion in the matter of committee jurisdiction. In the case of this Department, requests for the introduction of bills are the type of communication principally involved.

Hereafter all communications intended for the consideration of any committee of the House should be addressed to the Speaker, except that communications received directly from chairmen of committees of the House, including requests for reports on pending legislation, may be answered by replying directly to the chairmen of such committees. Communications relating to amendments or other matters pertaining to legislation previously referred to or pending before the committees of the House may also be addressed to the chairmen of such committees.

As required by Department Memorandum 683, "Clearance of Recommendations and Reports on Legislation", all correspondence pertaining to legislation will be prepared for the signature of the Secretary.

Harry L. Brown
Acting Secretary

LON

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

FILED
★ FEB 8 1937 B
[illegible]

~~January , 1937.~~
February 2, 1937.

MEMORANDUM NO. 710

Pursuant to the authority delegated to me in Executive Order No. 7530, dated December 31, 1936, Dr. Will W. Alexander, as Administrator of the Resettlement Administration of the Department of Agriculture, and, in the event of his absence, Mr. C. B. Baldwin, as Deputy Administrator, are hereby authorized to perform on my behalf the following powers and functions:

1. To issue "Administration Instructions," which shall consist of routine procedural matters. (These instructions shall not formulate the general policy to be followed by the various divisions of the Resettlement Administration nor deal with their organization and functions, and shall not make any delegations of power or authority).

2. To issue "Administration Notices," which shall consist of announcements of a temporary nature which are of general application.

3. In connection with approved projects, and in accordance with approved project plans, to authorize necessary adjustments in project budgets.

4. In connection with approved projects, and in accordance with approved project plans, to execute leases of land leasing part of a Resettlement Administration project to cooperative associations comprising homesteaders.

5. To execute notices of termination of tenancy under tenure agreements, in cases where authority to execute such notices has not been delegated to Regional Directors.

6. In connection with approved projects, and in accordance with approved project plans, to execute construction contracts,

leases, agreements with utilities, and, with the exception of agreements for the payment by the United States of sums in lieu of taxes and easements which require the approval of the President, to execute easements and agreements with States and political subdivisions thereof.

7. In accordance with applicable Administration Orders, to approve the making of loans to individuals for participation in community or cooperative associations or to acquire property or services jointly or individually for joint use, as authorized by Executive Order No. 7143, in amounts not in excess of $25,000 for any one association, group or individual; in connection therewith to execute necessary legal instruments, to prescribe the requisite security and the terms and conditions upon which the loans will be made and to perform such functions in connection with such loans as are specified in Administration Order No. 41, Revision 1, paragraph 7b; and to redelegate this authority.

8. In accordance with applicable Administration Orders, to approve the making of loans to community or cooperative associations or other bona fide group agencies as authorized by Executive Order No. 7143 in amounts not exceeding $25,000 to any one such association or agency; in connection therewith to execute necessary legal instruments, to prescribe the requisite security and the terms and conditions upon which the loans will be made and to perform such functions in connection with such loans as are specified in Administration Order 41, Revision 1, paragraph 7b; and to redelegate this authority.

9. To exercise all powers not involving the determination of general policies, with respect to loan agreements or other legal instruments entered into with any community or cooperative associations or other bona fide group agencies.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

Ordered Jan 24

JAN 29 1937 1/23/37

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

There is attached hereto a proposed memorandum authorizing the performance of certain functions by Dr. Alexander as Administrator of the Resettlement Administration, and, in the event of his absence, Mr. Baldwin as Deputy Administrator.

This memorandum has been approved by Dr. Alexander and Mr. Baldwin. Its form has likewise been informally approved by the Office of the General Counsel of the General Accounting Office. It is my opinion that the memorandum is in proper legal form and that there are no legal objections to its execution.

Respectfully,

Martin G. White

Solicitor.

Attachment.

Mr Thomson
Pls furnish a copy of this
opinion when executed by the
Secy. WLT

There is enclosed herein a proposed memorandum authorizing the performance of certain functions by Mr. Alexander as Administrator of the Department [illegible] in the event of his absence, to Mr. Malcolm [illegible].

Mr. Malcolm. The forms has been [illegible] by appropriate by the Office of the General Counsel of the Department's Office. It is my opinion that no [illegible] Legal form and that there are [illegible] concerned.

DEPARTMENT OF AGRICULTURE
WASHINGTON

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★ FEB 16 1937 M
Please return to the
Secretary's File Room

Ordered Sec
No 450
2/13/37

February 12, 1937.

MEMORANDUM NO. 711

Consolidation of Supply Work of the Resettlement Administration

To further effectuate the purposes of the legislative requirement "that the facilities of the central storehouse of the Department shall to the fullest extent practicable be used to make unnecessary the maintenance of separate bureau storehouse activities in the Department," the consolidation of the supply work, except printed forms, of the Resettlement Administration with the activities of the Central Supply Section of the Department is hereby directed and the provisions of the Secretary's Memorandum No. 706, dated January 1, 1937, authorizing the continuation of procedures in vogue in the Resettlement Administration, are amended accordingly.

To accomplish this consolidation the stocks maintained by the Resettlement Administration in Washington, D. C. shall be liquidated as rapidly as possible. To expedite this action the Chief, Central Supply Section, shall, in so far as possible, obtain materials required for stock replacement from the supplies maintained by the Resettlement Administration. Payment for materials so obtained shall be provided by transfers of funds.

As rapidly as the stocks maintained in Washington, D. C. by the Resettlement Administration are depleted, responsibility for the purchase, storage and issue of such materials including the shipment of supplies to the field in accordance with existing practices shall be assumed by the Central Supply Section.

To make it possible for the Central Supply Section to handle the largely increased volume of business resulting from this consolidation, there shall be transferred to the Central Supply Section from the stocks maintained by the Resettlement Administration common supplies in amounts representing a current market value of $50,000. The stocks so transferred shall become a part of the general inventory of the Central Supply Section.

The procedures authorized herein shall be effective immediately.

Harry L. Hopkins

Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Ordered No. 497 3/3/37

March 2, 1937

MEMORANDUM NO. 712

FILED
MAR 6 1937 B
Please return to the Secretary's File Room

(Department of Agriculture Poultry Committee)

There is hereby designated a Department of Agriculture Poultry Committee to coordinate activities of the Department having to do with poultry, and to provide a central point to which visitors and inquirers may be referred when the questions involved have to do with poultry. Designation of this Committee constitutes recognition of the fact that it is frequently difficult for persons outside of the Department easily to locate all the units having to do with any one farm commodity. It is possible that this Committee, as it gets under way, will find it desirable to engage some one person exclusively to handle work of the Committee and to serve as the point of contact.

I am asking Dr. J. R. Mohler, Chief of the Bureau of Animal Industry, to serve as Chairman of this Committee, and I am naming as members of the Committee to serve with him, the following:

Mr. W. D. Termohlen, Agricultural Adjustment Adm.
Mr. Rob R. Slocum, Bureau of Agricultural Economics
Mr. Berley Winton, Bureau of Animal Industry
Mr. T. L. Swenson, Bureau of Chemistry & Soils
Dr. H. E. Moskey, Food & Drug Administration
Dr. Florance King, Bureau of Home Economics
Mr. H. L. Shrader, Extension Service
Mr. H. W. Marston, Office of Experiment Stations
Mr. Ernest Moore, Office of Information
Dr. J. W. T. Duvel, Commodity Exchange Administration

H A Wallace

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

FEB 11 1937

MEMORANDUM FOR MR. PAUL H. APPLEBY,
Assistant to the Secretary.

Dear Mr. Appleby:

With reference to your memorandum of February 8, we nominate as representative of this Administration on the departmental poultry committee, Mr. W. D. Termohlen, Chief of the Poultry Section, Division of Marketing and Marketing Agreements.

After talking the matter over with Mr. Termohlen, I would suggest that the effectiveness of this committee would be increased considerably by including representatives respectively of the Food and Drug Administration and of the Bureaus of Chemistry and Soils and Home Economics.

Very truly yours,

H. R. Tolley

H. R. Tolley,
Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

February 13, 1937.

MEMORANDUM FOR MR. APPLEBY.
Assistant to the Secretary

Dear Mr. Appleby:

We agree fully with the suggestion set forth in your memorandum of February 8 that a Departmental Poultry Committee be established as a point of contact with that industry and the public. Such a committee should serve to produce greater coordination of the poultry work of the Department.

If such a committee is established, we suggest that this Bureau be represented by Mr. Rob R. Slocum of the Division of Dairy and Poultry Products. We also suggest that consideration be given to representation by the Bureau of Home Economics, the Bureau of Chemistry and Soils, the Food and Drug Administration, and the Commodity Exchange Administration. The Commodity Exchange Administration will be a new point of departmental contact by reason of its regulation of future trading in eggs.

I would like to suggest also that consideration be given to the designation of Mr. Termohlen of the Agricultural Adjustment Administration as chairman of such a committee. Mr. Termohlen occupies a rather neutral position in the poultry work of the Department. In all probability, he will be selected to serve as Executive Secretary of the Interdepartmental Poultry Committee in connection with the World Poultry Congress. His work in that capacity will give him close contact with the industry during the next two years at least, and there would seem to be logic in the suggestion that the industry have the same point of contact so far as the poultry work of the Department is concerned.

Very truly yours,

A. G. Black
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF ANIMAL INDUSTRY

WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY"
AND REFER TO

D-1.093

February 12, 1937.

MEMORANDUM FOR MR. PAUL H. APPLEBY
Office of the Secretary.

Dear Mr. Appleby:

Reference is made to your memorandum of February 8 relative to the appointment of a person in this Bureau to serve on a departmental poultry committee, the purpose of which is to act as a point of contact for all persons desiring information on poultry. The name of Mr. Berley Winton of our poultry office is submitted as the representative of this Bureau.

Because of the fact that work dealing with some phase of poultry is being conducted in their units, it is suggested that the Bureau of Home Economics and the Bureau of Chemistry and Soils should be considered for representation on this committee.

Very truly yours,

J. R. Mohler
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

HGK-EEW

BUREAU OF CHEMISTRY AND SOILS

WASHINGTON

February 16, 1937.

MEMORANDUM FOR MR. PAUL H. APPLEBY

My dear Paul:

In reference to your memorandum of February 8, concerning the appointment of a departmental poultry committee to serve as a point of contact for all persons who want to simplify their requests for information and action in fields having to do with poultry, I would suggest T. L. Swenson from this Bureau.

Very sincerely yours,

Henry G. Knight,
Chief of Bureau.

RECEIVED
FEB 17 1937
M. N. L.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD AND DRUG ADMINISTRATION
WASHINGTON, D. C.

MEMORANDUM FOR MR. PAUL H. APPLEBY
Assistant to the Secretary

FEB 24 1937

Dr. Mr. Appleby:

Reference is made to your memorandum of February 8 concerning the appointment of a departmental poultry committee to serve as a point of contact for all persons who want to simplify their requests for information and action in fields having to do with poultry.

Since this Administration, in the enforcement of the Food and Drugs Act and the Insecticide Act, is interested in treatments advocated for poultry diseases and parasites, as well as interstate shipments of poultry and poultry feeds, it is suggested that our veterinarian, Dr. H. E. Moskey, serve on the committee in question.

Very truly yours,

W. G. Campbell

Chief

Enclosure
cc this ltr

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF HOME ECONOMICS
WASHINGTON, D. C.

February 17, 1937.

MEMORANDUM FOR MR. PAUL H. APPLEBY
Assistant to the Secretary.

Dear Mr. Appleby:

I am in receipt of your memorandum of February 8 asking for the appointment of a Bureau representative on the departmental poultry committee. I am appointing Dr. Florance King as our representative.

Sincerely yours,

Louise Stanley

Louise Stanley
Chief.

LS:KO

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FEB 18 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF EXTENSION WORK
WASHINGTON, D. C.

February 10, 1937

MEMORANDUM FOR MR. PAUL H. APPLEBY
Assistant to the Secretary

Dear Mr. Appleby:

Replying to your memorandum of February 8, I would like to suggest that if a Departmental poultry committee is appointed Mr. H. L. Shrader, Extension Poultryman, be named to represent the Extension Service.

In addition to the Bureaus indicated in your memorandum I am wondering if possibly the Bureau of Home Economics should not be included because of their interest in poultry products from a nutrition standpoint.

The Bureau of Agricultural Engineering has a minor interest from the viewpoint of preparation of plans for poultry houses and equipment but possibly not sufficient to warrant appointing on the committee.

Yours very truly,

C. W. Warburton,
Director of Extension Work.

FEB 11 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF EXPERIMENT STATIONS
WASHINGTON, D. C.

February 10, 1937.

MEMORANDUM FOR MR. PAUL H. APPLEBY
Assistant to the Secretary

Dear Mr. Appleby:

With reference to your memorandum of February 8 regarding a departmental poultry committee, I wish to designate H. W. Marston, Senior Animal Husbandman of the Office, to represent the Office on that committee.

In response to your inquiry as to other bureaus of the Department which should be represented on the departmental committee on poultry, it is my suggestion that the Bureaus of Chemistry and Soils and Home Economics be given an opportunity to appoint members. As you know, the former Bureau carries on extensive studies in connection with the keeping quality of eggs and poultry as related to their chemical properties, and the latter Bureau is studying the nutritive properties of eggs and poultry.

Very truly yours,

James T. Jardine

Chief,
Office of Experiment Stations.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Mr. Appleby:

February 8, 1937

MEMORANDUM FOR:
Dr. J. R. Mohler, Chief, BAI
Mr. H. R. Tolley, Administrator, AAA
Dr. A. G. Black, Chief, BAE
Mr. C. W. Warburton, Director of Extension
Mr. J. T. Jardine, Chief, Ofc. of Exp. Stations
Mr. M. S. Eisenhower, Director of Information

The Secretary has under consideration the appointment of a departmental poultry committee to serve as a point of contact for all persons who want to simplify their requests for information and action in fields having to do with poultry.

Would you care to suggest a person in your organization for membership on this committee, and also indicate other bureaus or individuals who ought particularly to be considered for places?

Paul

Paul H. Appleby
Assistant to the Secretary

Believe Ernest Moore, Assistant to Dir. of Info. would be a good member. He would keep us in touch with the poultry activities of the Dept.

Paul D. Cravens
President to the Country

DEPARTMENT OF AGRICULTURE
WASHINGTON

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the Secretary's File Room

December 19, 1940

MEMORANDUM NO. 712, Supplement No. 2

Departmental Poultry Committee

This is to announce that the Secretary has appointed Miss Dorothy E. Shank of the Bureau of Home Economics and Mr. A. R. Lee of the Bureau of Animal Industry to serve as members of the Departmental Poultry Committee.

James L. McCamy
Assistant to the Secretary.

Committees 5-1

DEPARTMENT OF AGRICULTURE
WASHINGTON

January 10, 1940.

MEMORANDUM NO. 712, Supplement No. 1.
(~~Amendment to Memorandum No. 712~~)

Additional Members to Department Poultry Committee

In accord with recommendations from Doctor Mohler, Chairman of the Department Poultry Committee, established in Memorandum No. 712, dated March 2, 1937, I am naming Mr. John J. Scanlan of the Farm Credit Administration, Mr. O. W. Meier of the Rural Electrification Administration, and Mr. J. J. Riggle of the Farm Security Administration to serve as additional members of that Committee.

Mr. William K. Charles of the Office of Information is to replace Mr. E. G. Moore, who recently transferred to the Bureau of Plant Industry.

Grover B. Hill
Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF ANIMAL INDUSTRY

WASHINGTON, D. C.

204

File to Farms. Editor

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY"
AND REFER TO
A-

January 6, 1940.

Memorandum to the Secretary

Dear Mr. Secretary:

It seems most desirable to expand the membership of the Department Poultry Committee to include representatives from the Farm Credit Administration, Rural Electrification Administration, and the Farm Security Administration. In each of these Administrations certain work is carried on which touches upon the poultry industry. We have contacted officials in each of these Administrations and received their recommendations as to persons to serve as their representatives. The persons recommended to us are: Mr. John J. Scanlan, Farm Credit Administration; Mr. O. W. Meier, Rural Electrification Administration; and Mr. J. J. Riggle, Farm Security Administration.

As you know, E. G. Moore who has represented the Office of Information on our Committee has recently been transferred to the Bureau of Plant Industry. As Mr. Moore's successor the Office of Information has recommended William K. Charles.

I recommend these appointments and am attaching a suggested amendment to Memorandum 712.

Very truly yours,

J. R. Mohler,
Chief of Bureau.

Inclosure

Regn. 4080
Dated 1-9-43

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

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Secretary's File Room

Com 5-1
12-

3-7-17

January 8, 1943.

MEMORANDUM NO. 712, REVISED

Department Poultry Committee

The Department Poultry Committee will serve as a central point of reference for matters relating to poultry which concern more than one agency of the Department. The Committee will also act as an advisory body for the consideration of the Department's poultry program, and will facilitate interchange of information among the agencies of the Department concerned.

The following persons are appointed members of the Committee:

J. R. Mohler	Agricultural Research Administration, Chairman
W. D. Termohlen	Food Distribution Administration
Herbert C. Kriesel	Bureau of Agricultural Economics
A. W. Manchester	Food Production Administration
H. W. Marston	Agricultural Research Administration
Daniel W. Teare	Rural Electrification Administration
H. L. Shrader	Extension Service
W. K. Charles	Office of Information

The Committee may establish such subcommittees as it sees fit.

Paul H. Appleby

Under Secretary

COMMITTEES 3

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

Order No. 554 3/26/37

FILED
★ APR 1 - 1937 P
Please return to the
Secretary's File Room

March 26, 1937

MEMORANDUM NO. 713

Pursuant to the authority delegated to me in Executive Order No. 7530, dated December 31, 1936, as amended by Executive Order No. 7557, dated February 19, 1937, the Administrator of the Resettlement Administration is hereby authorized:

1. To execute leases, contracts and cooperative agreements covering the use for grazing purposes of lands acquired in connection with approved land utilization projects located outside of Taylor Grazing Districts. These leases, contracts and cooperative agreements shall be with local grazing organizations, (which may be associations or other bona fide group agencies, incorporated or unincorporated), which are engaged or propose to engage in bona fide cooperative grazing activities for the mutual benefit of their members.

2. To make all arrangements necessary to effectuate the terms and conditions of the Memorandum of Understanding between the Resettlement Administration and the Department of the Interior, dated October 1, 1936.

3. To issue appropriate instructions in regard to the procedure for handling the details involved in the exercise of the foregoing authority.

The Administrator of the Resettlement Administration may delegate to the Assistant Administrator in Charge of the Land Utilization Division any or all of the foregoing authority.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

MAR 24 1937

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The proposed memorandum, authorizing the Administrator of the Resettlement Administration to execute grazing agreements, was prepared and signed before submitted to this office.

The substance of the memorandum has my approval, but its form could be considerably improved for purposes of clarity. Inasmuch as the memorandum has not yet been released I am enclosing a revision and recommend that it be substituted for the original.

Sincerely yours,

Martin G. White

Solicitor.

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO

G
Cooperation, WO
Resettlement Adm.

WASHINGTON

March 13, 1937.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The Forest Service has no objection to the proposed memorandum authorizing the Resettlement Administration to exercise certain powers and functions relating to the administration and control of grazing resources within Resettlement Projects.

The memorandum of understanding between the Resettlement Administration and the Department of Interior of October 1, 1936, which was entered into prior to the transfer of Resettlement to the Department of Agriculture, provides that the Department of the Interior, through the Grazing Division, will exercise specified administrative authority over Projects lying within Taylor Grazing Districts. It is believed that a limited number of such Projects are adjacent to National Forest boundaries, and that ultimate administration should consider the interrelation of use for grazing on such Projects with grazing use within adjacent National Forests. Since the memorandum of October 1 is now operative under interdepartmental approval, it is believed that the above interrelationships can be very satisfactorily effected through cooperative considerations by the agencies involved.

Sincerely yours,

Acting Chief, Forest Service.

Form RA-Gen 4
Revised 7-18-35

INTER-OFFICE COMMUNICATION
RESETTLEMENT ADMINISTRATION

(REFER TO ONLY ONE SUBJECT IN EACH COMMUNICATION)

MAR 8 - 1937

TO The Secretary,
Department of Agriculture.

DATE March 4, 1937.

FROM C. B. Baldwin, Acting Administrator.

COPIES TO

SUBJECT Cooperation with local grazing associations in the use and management of grazing lands in connection with approved land utilization projects.

GPO 16—4201

There is attached hereto, and recommended for your signature, a brief departmental memorandum the contents of which are self-explanatory.

From the date of establishment of the various grazing projects in the land use adjustment program of the Resettlement Administration, it has been contemplated that the opportunity for cooperation in the use and management of grazing lands would be extended to properly organized local grazing associations.

At the present time it appears possible that thirty or thirty-five grazing associations will be established within eighteen land utilization project areas in ten western states.

It is estimated that the lands being acquired by the Resettlement Administration constitute, on the average, between 30 per cent and 40 per cent of the project areas. Only a portion of these lands are contiguous; many of the tracts are interspersed and scattered. Most of the lands which are not being acquired are suitable and best adapted to the same use as the federally-owned lands, namely, grazing. The plan of managing the various projects contemplates the proper use and conservation not only of the federally-owned lands but of all agricultural lands lying within the outermost boundaries of the various project areas.

In order to control grazing and to coordinate the use of the lands within these areas, the Resettlement Administration plans to lease its grazing lands under specified conditions to grazing associations, properly constituted under the various state laws. The grazing associations will be required to cooperate by bringing under lease or other types of legal control the remaining available grazing lands within the areas, whether in private ownership or under the control of the state or a local governmental agency, in order to make them available for coordinated use and controlled grazing. The conditions to be specified in cooperative agreements with local grazing associations will, among other things, provide for:

1. The prevention of overgrazing and the conservation of forage resources.

2. The proper utilization and distribution of forage resources to members of the association and other permittees.

3. The erection, maintenance and disposition of improvements.

4. The establishment of fair and equitable rules for the improvement of range practices.

5. The promotion of stable economic conditions.

The need for extending the opportunity of cooperation to local grazing associations at this time is made highly important by the fact that in several project areas local groups of farmers and stockmen have held meetings pursuant to the establishment of associations to function during the coming grazing season of 1937. However, in these cases associations have not been actually organized presumably because of the costs involved as inter-related with the uncertainty of obtaining the use of Resettlement Administration lands.

The present authority which provides only for the execution of temporary agreements does not provide for the proper correlation in the use and management of the federally-owned lands and the interspersed lands and does not permit the establishment of a stable range conservation program.

It appears extremely desirable for such associations to be organized for the coming season in order that they may acquire control of the non-federal grazing lands at the earliest possible date thereby precluding an unnecessary amount of speculation in the acquisition of such control. Furthermore, the Resettlement Administration now has title to a considerable acreage of land which has been developed for grazing use and which should now be made available to the association, not only for the initiation of coordinated and proper land use but for the protection and control of the federally-owned lands.

The land utilization projects involved in this connection are not among those which, because of their proximity in location to the National Forests, are being considered for transfer to the Forest Service. In addition, the Resettlement Administration has an administrative organization which has formulated and executed the project plans thus far and which is in a position to carry out the desired cooperative activities.

(1) Enclosure

RMH/bw

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 10, 1937

Office of Experimen
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U. S. F. S. RECEIVED
Forest Management
Range Management
Office of the Chief
MAR 12 1937

MEMORANDUM FOR DR. J. T. JARDINE
Chief, Office of Experiment Stations

Dear Dr. Jardine:

The attached memorandum was signed by the Secretary without prior approval of a number of persons who should have seen it. You should have seen it, for example, because of its involvement of cooperative agreements, which clear your office. I think before it is released it ought to be discussed also with the Forest Service, and should be sent to Mr. Eisenhower, Mr. Jump, and the Solicitor.

Sincerely,

P. H. A.

Paul H. Appleby
Assistant to the Secretary

0

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March _____, 1937

MEMORANDUM NO. ____

Pursuant to the authority delegated to me in Executive Order No. 7530, dated December 31, 1936, the Administrator of the Resettlement Administration or the Assistant Administrator in charge of the Land Utilization Division of the Resettlement Administration, when designated by him in writing, is hereby authorized to perform on my behalf the following powers and functions:

1. To execute on behalf of the United States and the Department of Agriculture, leases, contracts, and cooperative agreements with local grazing organizations, which may be associations or other bona fide group agencies, incorporated or unincorporated, that are engaged or propose to engage in bona fide cooperative grazing activities for the mutual benefit of their members, covering the use, for grazing purposes of lands acquired in connection with approved land utilization projects located outside of Taylor Grazing Districts.

2. To arrange for the execution of the terms and conditions of the Memorandum of Understanding between the Resettlement Administration and the Department of the Interior of October 1, 1936, including the pooling for common grazing of certain lands acquired in connection with approved land utilization projects located within Taylor Grazing Districts.

3. To issue appropriate instructions relative to the procedure for handling the various details involved in the execution of the foregoing powers and functions.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 26, 1937

MEMORANDUM NO. 713

Pursuant to the authority delegated to me in Executive Order No. 7530, dated December 31, 1936, as amended by Executive Order No. 7557, dated February 19, 1937, the Administrator of the Resettlement Administration is hereby authorized:

1. To execute leases, contracts and cooperative agreements covering the use for grazing purposes of lands acquired in connection with approved land utilization projects located outside of Taylor Grazing Districts. These leases, contracts and cooperative agreements shall be with local grazing organizations, (which may be associations or other bona fide group agencies, incorporated or unincorporated), which are engaged or propose to engage in bona fide cooperative grazing activities for the mutual benefit of their members.

2. To make all arrangements necessary to effectuate the terms and conditions of the Memorandum of Understanding between the Resettlement Administration and the Department of the Interior, dated October 1, 1936.

3. To issue appropriate instructions in regard to the procedure for handling the details involved in the exercise of the foregoing authority.

The Administrator of the Resettlement Administration may delegate to the Assistant Administrator in Charge of the Land Utilization Division any or all of the foregoing authority.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

March 30, 1937.

MEMORANDUM NO. 714

(1) The land described on the schedule attached hereto and marked Exhibit "A" is herewith transferred from the Greenbelt Project of the Resettlement Administration to the National Agricultural Research Center of the Department of Agriculture. The Administrator of the Resettlement Administration shall deliver to the Director of the Center all title documents and evidences of ownership with respect to such land. The Director of the Center shall hereafter have jurisdiction and control over such land in accordance with the provisions of Memorandum No. 648 of August 28, 1934, as amended by Memorandum No. 681 of December 10, 1935.

(2) Of the land so transferred, the tracts designated on the schedule attached hereto and marked Exhibit "B" shall be retransferred to the Resettlement Administration or such agency, public or private, as may have control over the Greenbelt Project in the event that such tracts shall prove necessary or desirable for the further development of the Greenbelt Project: Provided, however, that if a non-Federal agency shall have control over the Greenbelt Project, such retransfer shall be subject to such terms as may be required by law and as the Secretary may prescribe.

(3) The land described in the schedule attached hereto and marked Exhibit "C" is herewith transferred from the National Agricultural Research Center of the Department of Agriculture to the Resettlement Administration and shall hereafter be administered as part of the Greenbelt Project of that Administration. The Director of the Center shall deliver to the Administrator of the Resettlement Administration all title documents and evidences of ownership with respect to such land.

(4) Memoranda Nos. 648 of August 28, 1934, 681 of December 10, 1935, and 706 of January 1, 1937, are amended to the extent necessary to carry out the purposes of this Memorandum.

H A Wallace

Secretary.

Attachments.

EXHIBIT "A"

Number of Tract	Name	Acreage
63	J. A. Somers	209.36
63A	George J. Somers	34.00
64	R. E. Childress	28.02
64A	R. T. Hames	27.04
65	E. Suessens	14.00
66	T. Taylor	70.13
70	Metropolitan Properties, Inc.	132.00
71	J. T. Anderson	33.98
71A	J. T. Anderson	20.00
93	C. Famiglietti	50.73
9	W. T. Perkins	133.67
129	J. T. Reade	7.50
115	E. Woolfolk	22.00
54	M. Thies	129.64
57	Lillian Braun Schmit	46.30
58	Lillian Braun Schmit	87.37
59	Lena B. Knauer	49.96
60	Fred Knauer	58.64
61	F. Kuehn	177.57
62	Lena B. Knauer	89.29
69	W. Poultney	114.34
74	R. Wooding	10.00
75	S. Laisen and C. L. Goodrich	140.00
76	C. O. Lewis	10.00
77	W. T. Perkins	35.00
78	W. W. Anderson	30.80
79	George Riedel	9.08
79A	Jacob F. Riedel	7.42
80	B. D. Sharp	19.20
68	R. D. Hall	23.00
139	Thos. Brashear	48.37
85	Wm. H. Brickerd	42.14
86	D. E. Bauner	50.78
87	Norman E. Ryan	22.02
88	E. E. Perkins	112.69
89	G. Brickerd	28.00
90	John G. Hall	70.80
100	E. E. Perkins	89.60
96	Hoffman	146.30
96A	Hoffman	422.96
123	Eliz. Harding	240.42
125	Gladfelter Pulp Co.	147.46
99	Fred Kluckluhn	385.49
112	J. B. Knowles	94.08

Number of Tract	Name	Acreage
97	R. S. and N. T. Sparks	564.21
116	Pickford & Gordon	136.52
118	Pickford & Gordon	122.97
119	Pickford & Gordon	119.99
117	Eleanor Owens	106.27
120	R. Hall	26.26
104	J. B. Knowles	123.88
105	J. Frank Hance	79.00
114	Holst	383.03
145	Hopkins	404.03
145A	Stanley	11.87
177	W. P. C. Coe	47.91
150	E. E. Perkins	163.63
151A	Snowden	6.85
107	Henry Haker	47.91
147	William Hense	86.51
147A	William Hense	6.11
148	Paul Hense	44.16
148A	Paul Hense	55.22
149	E. T. Gross	8.18
108	Berberich	163.57
142	Klipstein Estate	49.09
141	Snowden	116.85
140A	Hopkins	18.45
140B	Hopkins	30.59
140C	Hopkins	19.81
185	Mary S. Hall	31.36
201	Johnson	44.30
244	Russell Magruder	28.17
17	Stauffer	128.83
259	Albert F. Moore	1.01
226	W. P. Magruder	19.26
250	University of Maryland	124.19
53	Bobbitt	9.41
52	Hall	5.63
91	Taylor	1.50
20	Schaeffer	51.53
21A	Duke	50.00
21B	Duke	5.08
	Total	7,164.29

EXHIBIT "B"

Tract No.	Name	Acreage
63A	G. Somers	34.00
58	Braun	87.37
59	Lena Knauer	58.64
62	Lena Knauer	89.29
63	J. A. Somers	209.36
61	F. Kuehn	177.57
60	F. Knauer	58.64
70	Metropolitan Properties	132.00
64	Childress	28.02
64A	Hames	27.04
65	Suessens	14.00
66	Taylor	70.13
69	Poultney	114.34
68	R. D. Hall	23.00
75	S. Laisen and Chas. Goodrich	140.00
78	Wm. Anderson	30.80
77	Wm. T. Perkins	35.00
74	R. Wooding	10.00
76	C. C. Lewis	10.00
139	T. Brashear	48.37
115	Woolfolk	22.00
9	Perkins	133.67
71	Anderson	33.98
71A	Anderson	20.00
129	Read	7.50
93	Famiglietti	50.73
	Total	1,665.55

EXHIBIT "C"

That plot of land described as follows:

Beginning at a pipe at the northwest corner of the Matthai property, said pipe being also one of the corners of the Government Farm, thence running along the division line between the Government Farm and said Matthai, bearings true S. 14°-58' W. 802 feet, still running along said line S 44°-56' W. 465 feet to the division line between Aitcheson and the Government Farm, thence running along the division line between Aitcheson, Shea and the Government Farm S. 44°-29'-30" W. 811.93 feet, thence running along the division line between Shea and the Government Farm S 0°-36'-30" E. 420.85 feet to the division line between Derry and the Government Farm, thence along said division line S 58°-55'-30" W. 290 feet, still along said line S. 6°-24'-30" E. 112 feet to the division line between the Crabbe and the Government Farm thence along said line N 87°-15" W. 437.25 feet to the division line between Magruder and the Government Farm, thence along said line N. 88°-58' W. 501.55 feet, thence along the division line between Magruder, Fahrenwald, Appold and the Government Farm N. 58°-29'-50" W. 790.43 feet to a stone a corner of Appold, Thrift and the Government Farm thence running along the division line between Thrift and the Government Farm N. 35°-51' W. 305.25 feet, still along said line N. 4°-02' W. 932 feet to the northeast corner of the Thrift property, being also a corner of the Government Farm, thence across the Government Farm property N. 52°-32'-02" E. 4719.66 feet to a stone on one of the lines of the Theis property 150 feet northwest of a stream, thence running along the division line between Theis and the Government Farm the following courses and distances S. 16°-30' W. 199.5 feet to a stone S. 2°-26' E. 48.6 feet, S. 14°-42' E. 203.9 feet to a stone near the south side of a road, S. 26°-03'-40" E. 1579.65 feet to a stone a corner of George Somers, Theis, and the Government Farm, thence along the division line of G. Somers and the Government Farm the following three courses and distances S. 85°-11' W. 189.90 feet to a pipe, S. 21°-25' E. 230.20 feet to a pipe S. 71°-37' W. 460.0 feet to a pipe a corner of G. Somers, Matthai and the Government Farm, thence along the division line of Matthai and the Government Farm N. 82°-30'-30" W. 823.40 feet to the place of beginning, containing 211.59 acres of land.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

October 21, 1941.

MEMORANDUM NO. 714, Supplement 1

TRANSFER OF LAND BETWEEN THE FARM SECURITY ADMINISTRATION AND THE BELTSVILLE RESEARCH CENTER

(1) The land described in the attached schedule as parcels "B," "D," and "F," containing approximately 108.40 acres, which is now under the jurisdiction of the Farm Security Administration, is herewith transferred to the Beltsville Research Center.

(2) The land described in the attached schedule as parcels "A," "C," and "E," containing approximately 49.75 acres, which is now a part of the Beltsville Research Center, is herewith transferred to the jurisdiction of the Farm Security Administration.

(3) The Chief of the Division of Management and Operations, of the Office of Plant and Operations, shall hereafter have jurisdiction and control over the land described as parcels "B," "D," and "F," in accordance with the provisions of the Secretary's Memorandum No. 809, Supplement No. 1, dated April 9, 1940.

(4) This memorandum revises the land assignments made in Secretary's Memorandum No. 714, dated March 30, 1937.

Paul H. Appleby
Under Secretary

Attachments

DESCRIPTION OF PARCELS OF LAND
TO BE TRANSFERRED BETWEEN THE
FARM SECURITY ADMINISTRATION &
THE BELTSVILLE RESEARCH CENTER

Parcel "B"

Beginning at a point 52A(N 45,500.00 E 38,834.45) in the present Greenbelt-Beltsville Research Center boundary line; thence with said boundary line N 52°09' E 2,789.62 feet to point 53(N 47,211.55 E 41,037.31); thence S 16°25' E 199.50 feet to point 54(N 47,020.18 E 41,093.69); thence S 2°21'30" E 48.61 feet to point 55(N 46,971.61 E 41,095.69); thence S 14°28' E 204.00 feet to point 56(N 46,774.08 E 41,146.65); thence S 26°00'30" E 1,579.65 feet to point 57(N 45,354.40 E 41,839.27); thence S 84°26'30" W 192.69 feet to point 58(N 45,335.74 E 41,647.49); thence S 23°11'30" E 238.09 feet to point 59(N45,116.89 E 41,741.25); thence S 71°36'30" W 254.23 feet to point 59A(N 45,036.68 E 41,500.00); thence leaving said present boundary line, with the new partition line north 463.32 feet to point 52B(N 45,500.00 E 41,500.00); thence west 2,665.55 feet to point 52A the point of beginning, containing 58.45 acres.

Parcel "D"

Beginning at a point 62A(N 44,081.61 E 41,500.00) in the present Greenbelt-Beltsville Research Center boundary line; thence with said boundary line S 56°21'50" E 545.68 feet to point 63(N 43,779.35 E 41,954.31); thence S 12°36'53" W 2,080.24 feet to point 63A(N 41,749.32 E 41,500.00); thence leaving said present boundary line, with the new partition line north 2,332.29 feet to point 62A, the point of beginning, containing 12.16 acres.

Parcel "F"

Beginning at a point 64A(N 41,205.00 E 41,500.00) in the present Greenbelt-Beltsville Research Center boundary line; thence with said boundary line S 78°47' E 134.29 feet to point 65(N 41,178.88 E 41,631.72); thence S 1°31' E 627.69 feet to point 66(N 40,551.41 E 41,648.36); thence S 9°08'30" E 1,849.31 feet to point 67(N 38,725.58 E 41,942.26); thence S 12°26' E 1,043.41 feet to point 68(N 37,706.64 E 42,166.90); thence S 12°39'50" E 662.23 feet to point 68A(N 37,060.52 E 42,302.06); thence leaving said present boundary line, with new partition line N 86°05'30" W 813.96 feet to point 68B(N 37,116.00 E 41,500.00); thence north 4,089.00 feet to point 64A, the point of beginning, containing 37.79 acres.

Parcel "A"

Beginning at a point 48(N 44,204.07 E 35,631.56) in the present Greenbelt-Beltsville Research Center boundary line; thence with said boundary line N 19°24' E 67.15 feet to point 47(N 44,267.41 E 35,653.86); thence leaving said boundary line, with the new partition line north 200.00 feet to point 47A(N 44,467.41 E 35,653.86); thence S 85°12'29" E 837.93 feet to point 47B(N 44, 397.41 E 36,488.86); thence N 51°02' E 272.85 feet to point 47C(N 44,569.00 E 36,701.00); thence north 931.00 feet to point 47D(N 45,500.00 E 36,701.00) thence east 2,133.45 feet to point 52A(N 45,500.00 E 38,834.45) a point in the present Greenbelt-Beltsville Research Center boundary line; thence with said boundary line S 52°09' W 1,911.16 feet to point 52(N 44,327.42 E 37,325.28); thence S 78°33' W 327.73 feet to point 51 (N 44,262.36 E 37,004.07); thence S 82°59' W 462.00 feet to point 50(N 44,205.92 E 36,545.53); thence N 86°29' W 430.00 feet to point 49(N 44,232.30 E 36,116.34); thence S 86°40' W 485.60 feet to point 48, the point of beginning, containing 43.35 acres.

Parcel "C"

Beginning at a point 60(N 44,895.76 E 41,076.15) in the present Greenbelt-Beltsville Research Center boundary line; thence N 71°36'30" E 446.67 feet to point 59A(N 45,036.68 E 41,500.00); thence leaving said boundary line, with the new partition line south 955.07 feet to a point 62A(N 44,081.61 E 41,500.00) in said present boundary; thence with said present boundary N 56°21'50" W 320.31 feet to point 62(N 44,259.03 E 41,233.32); thence N 4°05' E 247.78 feet to point 61(N 44,506.18 E 41,250.96); thence N 24°10' W 427.00 feet to point 60, the point of beginning, containing 5.70 acres.

Parcel "E"

Beginning at a point 64(N 41,228.13 E 41,383.36) in the present Greenbelt-Beltsville Research Center boundary line; thence N 12°36'53" E 534.09 feet to point 63A(N 41,749.32 E 41,500.00); thence leaving said present boundary south 544.32 feet to point 64A(N 41,205.00 E 41,500.00) in said present boundary; thence with said present boundary N 78°47' W 118.91 feet to point 64, the point of beginning, containing 0.73 acres.

Coordinates are from the Washington Suburban Sanitary District System of control in use by the Beltsville Research Center and Greenbelt.

DEPARTMENT OF AGRICULTURE
RECEIVED
★ NOV 7 - 1941 ★
Office of Plant and Operations

Dep. No. 567
April 1, 1937
N.

DEPARTMENT OF AGRICULTURE

WASHINGTON

March 31, 1937.

FILED

MEMORANDUM NO. 715.

Resettlement Administration

Pursuant to the authority delegated to me in Executive Order No. 7530 of December 31, 1936, as amended, it is hereby ordered that:

1. All authorizations, delegations of authority, and procedures heretofore issued or approved by the Administrator of the Resettlement Administration are hereby confirmed with the exception of the following functions:

   a. To appoint employees at the seat of Government.

   b. To designate persons in the field to perform activities which require the filing of specimen signatures on U. S. Treasury Form A-11.

   c. To permit access to lists of employees.

   d. To sign Administration Orders which establish policy or delegate authority.

   e. To sign letters of authorization covering transfers of official station.

   f. To designate areas to be served by the Resettlement Administration Information Service.

   g. To sign Authorizations for Project Development.

   h. To approve project budgets.

   i. To approve plans in connection with Land Utilization Projects.

   j. To approve plans for the development of Forest Community Projects.

   k. To authorize the suspension or liquidation of projects.

l. To approve the transfer to homesteads associations of completed projects and the prices at which such projects will be sold.

m. To determine the action which shall be taken where an employee refuses to make restitution for loss or damage to property of the Resettlement Administration caused by his negligence.

n. To approve the initiation of suits against third persons for loss or damage to Resettlement Administration property.

o. To approve project operation budgets and requests for allotment of funds from Appropriation OT 695, in connection with the Bankhead Act (Public — No. 845 — 74th Congress).

p. To approve disclosures of reports from the Investigation Division.

q. To approve the use of the Resettlement Administration's name by organizations of employees in connection with recreational, educational and welfare activities.

r. To approve recommendations and reports concerning State and Federal legislation.

s. To sign all formal contracts, except contracts which the Administrator of the Resettlement Administration is authorized to sign under Memorandum No. 710 and contracts which officers of the Resettlement Administration are authorized to sign under existing procedures of that Administration.

t. To approve transfers of surplus goods to other agencies or to the Procurement Division.

u. To approve agreements for making payments in lieu of taxes on Federal projects.

v. To execute agreements to sell Resettlement Administration land.

w. To lease lands for the life of the vendor.

2. The provisions of the Regulations of the Department of Agriculture are modified, in their applicability to the Resettlement Administration, in the following respects:

a. Regulations pertaining only to employees possessing a classified civil service status shall not apply to employees of the Resettlement Administration not possessing such status, except where the Regulations specifically apply to all officers and employees of the Department.

b. Regulations governing accounting and accounting procedure in conflict or at variance with the requirements of the Treasury Department, shall not apply where accounts are handled by the Treasury Department.

c. The Uniform Project System specified in Paragraphs 1421 and 1422 shall not apply to the Resettlement Administration during the fiscal year ending June 30, 1937.

d. Paragraph 3176, pertaining to the proceeds of sales of material, shall not apply to such proceeds which accrue under the provisions of the Bankhead Act (Public No. 845, 74th Congress).

e. The methods of purchasing and disposing of property used in connection with rural rehabilitation clients (including chattels repossessed from such clients) and approved resettlement and land utilization projects, and in connection with property acquired in the field for administrative purposes, shall be governed by the existing procedures of the Resettlement Administration rather than by the provisions of Paragraphs 3311, 3331, 3348, 4113 and 4429 where conflicts between such procedures and Regulations occur. The Regulations shall, however, apply to the purchasing and disposing of property acquired for administrative purposes at the seat of Government.

f. Approval by the Secretary of formal contracts as specified in Paragraph 1713 will not be required for construction, additions or improvements in connection with approved land utilization and resettlement projects or properties acquired for disposal to rural rehabilitation clients.

g. Paragraphs 1838 and 3225, pertaining to mechanical shopwork and mechanical services, equipment and supplies in the Department of Agriculture, shall not apply until such time as arrangements can be made by the Department of the Interior to handle the work involved.

h. Paragraph 1832 is modified to the extent that motor vehicle operators' permits and license plates previously issued by the Resettlement Administration will not be required to be changed until June 30, 1937, but Department of Agriculture operators' permits and license plates will be issued whenever additional ones are required.

i. The delegations of authority to bureau chiefs to authorize travel involving transfers of official station and the transportation of effects in connection with such transfers, to authorize the publication of advertisements in newspapers, to authorize payment in advance for annual subscriptions to newspapers, magazines, periodicals and other publications or to certify that they are required for official use, as specified in Paragraphs 3435, 3451, 3323 and 3182, do not apply to the Administrator of the Resettlement Administration.

j. The fourth and fifth subparagraph of paragraph 1712 shall not apply to leases of property in connection with approved resettlement or land utilization projects or to property acquired for disposal or lease to clients under the rural rehabilitation program.

k. The requirement of paragraph 3312 that the Secretary shall sign all formal contracts shall not apply to those contracts which the Administrator or other officers of the Resettlement Administration are authorized to sign under Memorandum No. 710 and this Memorandum. The requirements of that paragraph that a copy of each lease shall be sent for file to the real estate officer of the Department shall apply only to leases of space for administrative purposes.

3. Appropriate changes in existing procedures of the Resettlement Administration shall be made to conform with the provisions of this Memorandum and Memorandum No. 710.

4. For purposes of administration, the term "Chief of Bureau", as used in the Regulations, shall pertain to the Administrator of the Resettlement Administration, except as otherwise specified in this Memorandum.

5. This Memorandum shall become effective on April 1, 1937, and shall be effective until June 30, 1937.

Harry L. Brown

Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D.C.

March 30, 1937.

MEMORANDUM FOR MR. ~~APPLEBY~~ Evans:

There is attached the proposed Secretary's Memorandum to govern the activities of the Resettlement Administration during the period from April 1 to June 30, 1937.

This was originally prepared by Mr. Brain, of the Resettlement Administration, after conference with Mr. Oppenheimer and with me. On my part, comments were solicited from Mr. Eisenhower, Mr. White, Mr. Gladmon, Dr. Warburton, Mr. Fuchs, and others. After the initial preparation the copy was submitted to the Solicitor's Office where slight changes in form and language were provided. No actual differences developed except that the following items were omitted:

15. Approving transfer of surplus goods to other agencies or to the Procurement Division.

16. Approving agreements for making payments in lieu of taxes on Federal projects.

21. Approving orders for printing and contacts with the Public Printer.

23. Executing agreements to sell Resettlement Administration land.

24. Leasing land by Resettlement Administration for the life of the vendor.

25. Formulating Resettlement Administration organization or program.

26. Approving commitments for surveys.

These omissions did not represent differences as to legality but only as to policy. In order that the Secretary may have an opportunity to pass on the more important of these differences Nos. 15, 16, 23 and 24 have been restored in the attached draft. If any or all of these are deemed unnecessary or undesirable they may be deleted without influencing the other features embodied.

Very truly yours,

M. Wanderson

Assistant Director of Finance.

Enclosure.

In reply refer to: AD-9-OGB

UNITED STATES DEPARTMENT OF AGRICULTURE
RESETTLEMENT ADMINISTRATION
OFFICE OF THE ADMINISTRATOR
WASHINGTON

IN REPLY REFER TO

MEMORANDUM FOR THE SECRETARY

706

Dear Mr. Secretary:

The proposed Secretary's Memorandum designed to replace the delegations of authority made in Secretary's Memorandum 708 which expire on March 30, 1937, which was transmitted to the Solicitor under my signature on March 18th has been reviewed and the content is acceptable in principle to this Administration subject to revision of wording which may be made by the Solicitor's Office.

Sincerely yours,

Will W. Alexander

Administrator

In reply refer to: AD-B-GCB

UNITED STATES DEPARTMENT OF AGRICULTURE

Mr. Wastos G. White,
Solicitor

March 18, 1937

W. W. Alexander,
Administrator.

Mr. M. A. Nelson
Mr. C. B. Baldwin
Miss Grace F. Falke
Mrs. Della A. Young

Proposed Secretary's Memorandum.

Attached is a proposed Secretary's Memorandum designed to take effect as of the expiration of the delegations made in Secretary's Memorandum 708 which expire on March 31, 1937. The principles involved in the method of setting up the Memorandum were concurred in by Messrs. F. S. Hoyns and Monroe Oppenheimer of the Solicitor's Office, Mr. M. A. Nelson of the Office of Budget and Finance and Mr. O. G. Brain of the Resettlement Administration. The items listed as exceptions to the delegation and the items modifying the Department of Agriculture Regulations as applied to the Resettlement Administration are recommendations of Mr. Nelson and Mr. Brain and have not been considered by other executives in either the Secretary's Office or this Administration.

I would appreciate your comments on the proposed Memorandum and the rewording of it where advisable.

Paragraph references in parentheses after items in the attachment pertain to the Resettlement Administration orders and instructions. These references will be omitted from the final draft.

Your early consideration of this proposal is requested in order to facilitate the issuing of the Memorandum to take effect as of April 1, 1937.

[illegible]

[illegible]

[illegible]

[

PROPOSED SECRETARY'S MEMORANDUM

Pursuant to the authority delegated to me in Executive Order No. 7530, dated December 31, 1936, all authorizations, delegations of authority and procedures heretofore issued or approved by the Administrator, Resettlement Administration, are hereby confirmed except as follows:

1 Appointing Washington employees.

2 Specific designation of persons in the field to perform any activities which require the filing of specimen signatures on Treasury Form A-11. (AO 180 - par. 4)

3 Permitting access to personnel lists. (AI 103 - par. 9a)

4 Signing Administration Orders establishing policy or delegating authority. (AO 14 (Rev. 1) - par. 2a)

5 Signing Letters of Authorization involving a change in official station. (AI 18 (amendment 1) - par. 2a)

6 Designating areas to be served by Resettlement Information Service. (AO 191 - par. 2a)

7 Signing "Authorization for Project Development". (AI 34 (Rev. 1) - par. 4f)

8 Approving project budgets. (AO 178 - par. 4)

9 Approving plans for LU projects. (FI-LU 1 - par. 6)

10 Approving plans for development of Forest Community Projects. (AO 171 - par. 1a)

11 Authorizing the suspension of liquidation of a project. (AI 79 (Rev. 1) - par. 4a VI

5/18/37

Pursuant to the authority delegated to me by Executive Order No. 9397, dated November 22, 1943, all determinations, delegations of authority and procedures heretofore issued or approved by the Administrator, Reconstruction Finance Corporation, are hereby modified as follows:

1 Amending Termination Payments.

2 Specific designation of persons in the field to perform duties, activities which require the filing of termination claims as Contractor Form 8-11. (AC 110 - par. 4)

3 Terminating contracts in emergency plants. (AC 110 - par. 5a)

4 Timely determinations upon withholding policy or delegating authority. (AC 14 (Par. 3) - par. 6a)

5 Signing letters of instructions involving a change in official action. (AC 10 (Amendment 3) - par. 4a)

6 Terminating leases to be performed by Departments Disposition Service. (AC 111 - par. 2a)

7 Signing "Authorizations for Project Determinations". (AC 34-(Par. 1) - par. 4d)

8 Approving payment budgets. (AC 110 - par. 6)

9 Approving plans for LS projects. (TI-AC 1 - par. 6)

10 Approving plans for development of Forest Commodity Projects. (AC 111 - par. 1a)

11 Authorizing the suspension of liquidation of a project. (AC 34 (Par. 1) - par. 4c

6/19/43

12 Approving the transfer of completed projects and recommended price to homestead associations. (AO 161 - par. 8b II)

13 Deciding as to action to be taken where an employee of the Resettlement Administration refuses to make restitution for loss caused by him to Resettlement Administration property. (AO 167 (Suppl. 3) - par. 6b)

14 Approving initiation of a suit against third persons for loss or damage to Resettlement Administration property. (AO 167 (Suppl. 3) - par. 5a)

15 Approving transfer of surplus goods to other agencies or to the Procurement Division. (AO 72 (Rev. 1) par. 2a I 3) ?

16 Approving agreements for making payments in lieu of taxes on Federal projects. (AO 213 - par. 3c) ?

17 Approving project operation budgets. (AO 216 - par. 7a)

18 Approving disclosure of confidential reports of the Resettlement Administration. (AO 39 - par. 1)

19 Approving the use of the Resettlement Administration's name in unofficial activities of employees. (AO 120 - par. 2)

20 Approving recommendations and reports concerning State and Federal legislation affecting the Resettlement Administration. (AO 157 - par. 7)

21 Approving orders for printing and contacts with the Public Printer. (AO 32 (Rev. 1) - par. 25c and AI 20 (Rev. 1) par. 3b)

8/19/77

22 Signing formal contracts except those in connection with approved land utilisation and rural resettlement type projects or for properties acquired for disposal to clients under the rural rehabilitation program. (AO 15 (Rev. 1), AI 19 (Rev. 1))

23 Executing agreements to sell Resettlement Administration land. (AO 38 (Rev. 2) - par. 2)

24 Leasing land by Resettlement Administration for the life of the vendor. (AO 179 - par. 1)

25 Formulating Resettlement Administration organization or program. (AO 214 - par. 1b)

26 Approving commitments for surveys. (PI-MA 15 - par. 2d)

Appropriate changes in existing Resettlement Administration Orders and Instructions will be made to conform with the provisions of this memorandum and Secretary's Memorandum 710.

The provisions of the Regulations of the Department of Agriculture are hereby modified as applied to the Resettlement Administration in the following respects:

1 Accounting regulations contained in paragraph 3116 of the Regulations shall not apply where Resettlement Administration accounts are handled by the Treasury Department.

2 Requirements obviously pertaining only to employees in Civil Service status shall not apply to employees of the Resettlement Administration not in such status.

3 The Uniform Project system specified in paragraphs 1421 and 1422 of the Regulations of the Department of Agriculture will not apply to the Resettlement Administration during the fiscal year ending June 30, 1937.

4 Paragraphs 3176 and 3192 of the Regulations of the Department of Agriculture shall not apply to receipts and payments which come under the provisions of the Bankhead Act of June 29, 1935.

5 Methods of procurement and disposal of property used in connection with approved resettlement and land utilization projects and for disposal to clients under the rural rehabilitation program and property acquired for field office administration shall be governed by Resettlement Administration orders and instructions rather than by the provisions of 3117 (last sub-paragraph only), 1721, 1741, 3182, 3311, 3312, 3313, 3381, 3348, 4113, 4121, 4132, and 4423 of the Regulations of the Department of Agriculture where conflicts

between the Resettlement Administration procedure and the Department of Agriculture Regulations occur. These Regulations shall, however, apply to the procurement and disposal of property acquired for administrative purposes in Washington.

6 Approval by the Secretary of formal contracts as specified in paragraph 1718 of the Regulations of the Department of Agriculture will not be required for construction, additions, and improvements in excess of $1,000 in connection with approved land utilization and resettlement projects or properties acquired for disposal to clients under the rural rehabilitation program.

7 The Resettlement Administration is exempted from the requirements of paragraphs 1636 and 3225 of the Regulations of the Department of Agriculture applying to mechanical services until such time as arrangements can be made by the Department of the Interior to handle the work involved.

8 Paragraph 1851 of the Regulations of the Department of Agriculture is hereby modified to permit the use of Government owned motor vehicles in accordance with the legislation under which the Resettlement Administration is operated.

9 Resettlement Administration motor vehicle operators' permits and license plates previously issued by the Resettlement Administration will not be changed until July 30, 1937, but Department of Agriculture operators' permits and license plates will be issued whenever additional ones are required.

3/17/37

10 The delegation of authority to bureau chiefs to authorize travel involving change of official station and the transportation of effects in such cases as provided for in paragraphs 3435 and 3451 of the Regulations of the Department of Agriculture do not apply to the Administrator of the Resettlement Administration.

11 Paragraph 1712 of the Regulations of the Department of Agriculture shall not apply to leases of property in connection with approved resettlement or land utilization projects or to property acquired for disposal to clients under the rural rehabilitation program.

12 For purposes of administration, the term "Chief of Bureau", as used in the Department of Agriculture Regulations, shall pertain to the Administrator, Resettlement Administration.

In reply refer to: AD-O-OGB

UNITED STATES DEPARTMENT OF AGRICULTURE

Mr. Waston C. White
Solicitor
Attention: Mr. Vincent Kleinfeld
O. G. Brain, Chief
Consulting Staff

March 24, 1937

Mr. H. A. Nelson
Mr. C. B. Baldwin
Miss Grace E. Falke
Mrs. Della A. Young

Proposed Secretary's Memorandum.

With reference to the proposed Secretary's Memorandum transmitted to you under date of March 19, 1937, it is suggested that in the third line of the paragraph numbered 5 on page 4 the phrase "repossessed chattels of Rural Rehabilitation clients" be inserted after the word "program", so that it will read "... rural rehabilitation program, repossessed chattels of Rural Rehabilitation clients and property...".

OGB/ber

March 30, 1937.

MEMORANDUM FOR MR. APPLEBY:

There is attached the proposed Secretary's Memorandum to govern the activities of the Resettlement Administration during the period from April 1 to June 30, 1937.

This was originally prepared by Mr. Brain, of the Resettlement Administration, after conference with Mr. Oppenheimer and with me. On my part, comments were solicited from Mr. Eisenhower, Mr. White, Mr. Gladmon, Dr. Warburton, Mr. Fuchs, and others. After the initial preparation the copy was submitted to the Solicitor's Office where slight changes in form and language were provided. No actual differences developed except that the following items were omitted:

15. Approving transfer of surplus goods to other agencies or to the Procurement Division.

16. Approving agreements for making payments in lieu of taxes on Federal projects.

21. Approving orders for printing and contacts with the Public Printer.

23. Executing agreements to sell Resettlement Administration land.

24. Leasing land by Resettlement Administration for the life of the vendor.

25. Formulating Resettlement Administration organization or program.

26. Approving commitments for surveys.

These omissions did not represent differences as to legality but only as to policy. In order that the Secretary may have an opportunity to pass on the more important of these differences Nos. 15, 16, 17 and 23 24 18 have been restored in the attached draft. If any or all of these are deemed unnecessary or undesirable they may be deleted without influencing the other features embodied.

Very truly yours,

H. A. Nelson
Assistant Director of Finance.

Enclosure.

23

24

Mr. Nelson

MO-VAK ik
RA-Solicitor
3-24-37

MAR 29 1937

MEMORANDUM FOR THE ADMINISTRATOR
Resettlement Administration

Dear Dr. Alexander:

Reference is made to your memorandum dated March 18, 1937, attaching a proposed Memorandum for the signature of the Secretary concerning the procedures of the Resettlement Administration.

The Memorandum has been redrafted and is submitted herewith for your consideration. This office will be glad to consult with you concerning any suggestions which you may have.

Very truly yours,

MARTIN G. WHITE

Solicitor.

Enclosure.

Copy for Mr. Nelson and [illegible]

MAR 29 1937

Department of Public Assistance
Personnel Administration

Dear Sir: Madam:

Reference is made to your conversation dated March 19, 1937, relating to proposed observation for the purpose of the District concerning the procedure of the Personnel Administration.

The observation has been refused and is submitted herewith for your consideration. This action will be discussed with you concerning any suggestions which you have.

Very truly yours,

MARTIN E. WHITE

Secretary.

Enclosure.

Same title as staff order

March , 1937.

MEMORANDUM NO.

Pursuant to the authority delegated to me in Executive Order No. 7530 of December 31, 1936, as amended, it is hereby ordered that:

1. All authorizations, delegations of authority, and procedures heretofore issued or approved by the Administrator of the Resettlement Administration are hereby confirmed with the exception of the following functions:

   a. To appoint employees at the seat of Government.

   b. To designate persons in the field to perform activities which require the filing of specimen signatures on U. S. Treasury Form A-11.

   c. To permit access to lists of employees.

   d. To sign Administration Orders which establish policy or delegate authority.

   e. To sign letters of authorization covering transfers of official station.

   f. To designate areas to be served by the Resettlement Administration Information Service.

   g. To sign Authorizations for Project Development.

   h. To approve project budgets.

   i. To approve plans in connection with Land Utilization Projects.

   j. To approve plans for the development of Forest Community Projects.

   k. To authorize the suspension or liquidation of projects.

Dated , 1957.

Pursuant to the authority delegated to me in Executive Order No. 9830 of December 31, 1946, as amended, it is hereby ordered that:

1. All authorizations, delegations of authority, and procedures heretofore issued or approved by the Administrator of the Resettlement Administration are hereby continued with the exception of the following described:

a. [illegible]

b. [illegible] relative to the filing of enrollment statements [illegible] Executive Order No. 8.

c. To permit access to lists of employees.

d. To sign Administration Orders which establish policy or delegate authority.

e. To sign letters of authentication covering typewritten or official status.

f. To designate areas to be served by the Resettlement Administration Information Service.

g. To make determinations for project development.

h. To approve project budgets.

i. To approve plans in connection with land utilization projects.

j. To approve plans for the development of project communities.

k. To authorize the suspension or liquidation of projects.

l. To approve the transfer to homesteads associations of completed projects and the prices at which such projects will be sold.

m. To determine the action which shall be taken where an employee refuses to make restitution for loss or damage to property of the Resettlement Administration caused by his negligence.

n. To approve the initiation of suits against third persons for loss or damage to Resettlement Administration property.

o. To approve project operation budgets and requests for allotment of funds from Appropriation OT 695, in connection with the Bankhead Act (Public -- No. 845 -- 74th Congress).

p. To approve disclosures of reports from the Investigation Division.

q. To approve the use of the Resettlement Administration's name by organizations of employees in connection with recreational, educational and welfare activities.

r. To approve recommendations and reports concerning State and Federal legislation.

s. To sign all formal contracts, except contracts which the Administrator of the Resettlement Administration is authorized to sign under Memorandum No. 710 and contracts which officers of the Resettlement Administration are authorized to sign under existing procedures of that Administration.

2. The provisions of the Regulations of the Department of Agriculture are modified, in their applicability to the Resettlement Administration, in the following respects:

a. Regulations pertaining only to employees possessing a classified civil service status shall not apply to employees of the Resettlement Administration not possessing such status, except where the Regulations specifically apply to all officers and employees of the Department.

b. Paragraph 3118, pertaining to classification of departmental expenditures, shall not apply where accounts of the Resettlement Administration are handled by the Treasury Department.

Substitute sheet is attached

I. To approve the transfer to Memorandum recommendations of completed projects and the prices at which such projects will be sold.

m. To determine the action which shall be taken where an employee refuses to make restitution for loss or damage to property of the Resettlement Administration caused by his negligence.

n. To approve the initiation of suits against third persons for loss or damage to Resettlement property.

o. To approve payment operation budgets and payments for allotment of funds from appropriation of 1935, in connection with the Emergency Act (Public --- No. 849 --- 74th Congress).

p. To approve dismissaves of reports from the Investigation Division.

q. To approve the use of the Resettlement Administration's name by organizations or employees in connection with recreational, educational and welfare activities.

r. To approve recommendations and reports regarding State and Federal legislation.

s. To sign all formal contracts, except contracts which the Administrator of the Resettlement Administration is authorized by this Memorandum No. 710 and contracts which officers of the Resettlement Administration are authorized to sign under existing provisions of this Administration.

2. The provisions of the Regulations of the Department of Agriculture are modified, in their application to the Resettlement Administration, in the following respects:

a. Regulations pertaining only to employees possessing a classified civil service status shall not apply to employees of the Resettlement Administration not possessing such status, except where the Regulations specifically apply to all officers and employees of the Department.

b. Paragraph 712, pertaining to classification of departmental vacancies, shall not apply where vacancies of the Resettlement Administration are handled by the Treasury Department.

Substitute sheet C attached

c. The Uniform Project System specified in Paragraphs 1421 and 1422 shall not apply to the Resettlement Administration during the fiscal year ending June 30, 1937.

d. Paragraph 3176, pertaining to the proceeds of sales of material, shall not apply to such proceeds which accrue under the provisions of the Bankhead Act (Public -- No. 845- 74th Congress).

e. The methods of purchasing and disposing of property used in connection with rural rehabilitation clients (including chattels repossessed from such clients) and approved resettlement and land utilization projects, and in connection with property acquired in the field for administrative purposes, shall be governed by the existing procedures of the Resettlement Administration rather than by the provisions of Paragraphs 3311, 3331, 3348, 4113 and 4429 where conflicts between such procedures and Regulations occur. The Regulations shall, however, apply to the purchasing and disposing of property acquired for administrative purposes at the seat of Government.

f. Approval by the Secretary of formal contracts as specified in Paragraph 1713 will not be required for construction, additions or improvements in connection with approved land utilization and resettlement projects or properties acquired for disposal to rural rehabilitation clients.

g. Paragraphs 1838 and 3225, pertaining to mechanical shopwork and mechanical services, equipment and supplies in the Department of Agriculture, shall not apply until such time as arrangements can be made by the Department of the Interior to handle the work involved.

h. Paragraph 1832 is modified to the extent that motor vehicle operators' permits and license plates previously issued by the Resettlement Administration will not be required to be changed until June 30, 1937, but Department of Agriculture operators' permits and license plates will be issued whenever additional ones are required.

i. The delegations of authority to bureau chiefs to authorize travel involving transfers of official station and the transportation of effects in connection with such transfers, to authorize the publication of advertisements in newspapers, to authorize payment in advance for annual subscriptions to newspapers, magazines, periodicals and other publications or to certify that they are required for official use, as specified in Paragraphs 3435, 3451, 3323 and 3182, do not apply to the Administrator of the Resettlement Administration.

j. The fourth and fifth subparagraph of paragraph 1712 shall not apply to leases of property in connection with approved resettlement or land utilization projects or to property acquired for disposal or lease to clients under the rural rehabilitation program.

k. The requirement of paragraph 3312 that the Secretary shall sign all formal contracts shall not apply to those contracts which the Administrator or other officers of the Resettlement Administration are authorized to sign under Memorandum No. 710 and this Memorandum. The requirements of that paragraph that a copy of each lease shall be sent for file to the real estate officer of the Department shall apply only to leases of space for administrative purposes.

3. Appropriate changes in existing procedures of the Resettlement Administration shall be made to conform with the provisions of this Memorandum and Memorandum No. 710.

4. For purposes of administration, the term "Chief of Bureau", as used in the Regulations, shall pertain to the Administrator of the Resettlement Administration, except as otherwise specified in this Memorandum.

5. This Memorandum shall become effective on April 1, 1937, and shall be effective until June 30, 1937.

Secretary.

4. The fourth and fifth subparagraphs of paragraph 1732 shall not apply to leases of property in connection with approved rehabilitation or land utilization projects or to property acquired for disposal or lease to clients under the rural rehabilitation program.

5. The requirement of paragraph 5832 that the Secretary shall sign all formal documents shall not apply to those contracts which the Administrator or other officers of the Resettlement Administration are authorized by this regulation to execute. 7CFR 5d. 5d and this Memorandum. The requirements of that paragraph that a copy of each lease shall be sent for file to the rural rehabilitation officer of the Department shall apply only to leases of farms for rehabilitation purposes.

6. Appropriate changes in existing procedures of the Resettlement Administration shall be made to conform with the provisions of this Memorandum and Regulation No. 776.

7. For purposes of administration, the term "Act of October", as used in the Regulations, shall pertain to the appropriation of the Resettlement Administration, except as otherwise specified in this Memorandum.

8. This Memorandum shall become effective on April 1, 1937, and shall be effective until June 30, 1937.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ APR 14 1937 B
Please return to the
Secretary's File Room

April 9, 1937

MEMORANDUM NO. 716

(Establishing Advisory Committee on Research)

There is hereby established an Advisory Committee on Research consisting of:

Mr. F. D. Richey, Chief, BPI, Chairman
Dr. E. N. Bressman, Ofc. of the Secretary
Dr. H. G. Knight, Chief, C & S
Dr. J. R. Mohler, Chief, BAI
Mr. L. A. Strong, Chief, Ent. & PQ

As its title implies, this Committee will act in an advisory capacity with the Secretary of Agriculture and the Director of Research on matters pertaining to research. In establishing this Committee, it is not my thought to interfere with the present channels for the ordinary operations, and it is not contemplated that the Committee will have any responsibility except as specific problems may be assigned to it from time to time. It seems desirable, however, to have an official committee to which problems concerning research may be so assigned as occasion arises.

Beyond this, it is hoped that the Committee on its own initiative will survey the field of research within the Department to see what phases of research itself, or of administrative elements impacting on the conduct of the Department's researches, should be called to my attention as deserving of general departmental administrative consideration. Questions relating, for example, to the best development of the uniform research project system; more effective methods of obtaining able research personnel, might well affect research in all of the bureaus and be deserving of careful departmental consideration.

It is hoped that you will bring to the attention of this Committee any problems that may confront you in administering research and which you think require consideration or action by my office for the benefit of the Department as a whole. It is hoped that you will also call to the attention of the Committee any phases of research now under way in the Department, or that you think might well be undertaken by the Department, that are broad enough in their scope or of sufficient importance as to warrant consideration as matters of Departmental policy.

It is my hope that you will make as much or as little out of this Committee as you think best.

H A Wallace

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM TO CHIEFS OF BUREAUS

Gentlemen:

There hereby is established an "Advisory Committee on Research" consisting of F D Richey, E N Bressman, W E Knight, J R Mohler & La Shu

As its title implies, this Committee will act in an advisory capacity with the Secretary of Agriculture and the Director of Research on ~~such~~ matters pertaining to research. In establishing this Committee, it is not my thought to interfere with the present channels for the ordinary operations, and it is not contemplated that the Committee will have any responsibility except as specific problems may be assigned to it from time to time. It seems desirable, however, to have an official committee to which problems concerning research may be so assigned as occasion arises.

Beyond this, it is hoped that the Committee on its own initiative will survey the field of research within the Department to see what phases of research itself, or of administrative elements impacting on the conduct of the Department's researches, should be called to my attention as deserving of general Departmental administrative consideration. Questions relating, for example, to the best development of the uniform research project system; more effective methods of obtaining able research personnel, might well affect research in all of the bureaus and be deserving of careful Departmental consideration.

It is hoped that you will bring to the attention of this Committee any problems that may confront you in administering research and which you think require consideration or action by my office for the benefit of the Department as a whole. It is hoped that you will also call to the attention of the Committee any phases of research now under way in the Department, or that you think might well be undertaken by the Department, that are broad enough in their scope or of sufficient importance as to warrant consideration as matters of Departmental policy.

Sincerely yours,

H A Wallace

Secretary.

It is my hope that you will make as much use as you can of this Committee & your Chiefs Conf.

MEMORANDUM TO CHIEFS OF BUREAUS

Gentlemen:

There hereby is established an "Advisory Committee on Research" consisting of

As its title implies, this Committee will act in an advisory capacity with the Secretary of Agriculture and the Director of Research on such matters pertaining to research. In establishing this Committee, it is not my thought to interfere with the present channels for the ordinary operations, and it is not contemplated that the Committee will have any responsibility except as specific problems may be assigned to it from time to time. It seems desirable, however, to have an official committee to which problems concerning research may be so assigned as occasion arises.

Beyond this, it is hoped that the Committee on its own initiative will survey the field of research within the Department to see what phases of research itself, or of administrative elements impacting on the conduct of the Department's researches, should be called to my attention as deserving of general Departmental administrative consideration. Questions relating, for example, to the best development of the uniform research project system; more effective methods of obtaining able research personnel, might well affect research in all of the bureaus and be deserving of careful Departmental consideration.

It is hoped that you will bring to the attention of this Committee any problems that may confront you in administering research and which you think require consideration or action by my office for the benefit of the Department as a whole. It is hoped that you will also call to the attention of the Committee any phases of research now under way in the Department, or that you think might well be undertaken by the Department, that are broad enough in their scope or of sufficient importance as to warrant consideration as matters of Departmental policy.

Sincerely yours,

Secretary.

MEMORANDUM TO CHIEFS OF BUREAUS

Gentlemen:

There lately is established an "Advisory Committee on Research" consisting of

As the title implies, this Committee will act in an advisory capacity with the Secretary of Agriculture and the Director of Research on such matters pertaining to research. In establishing this Committee, it is not my thought to interfere with the present channels for the ordinary operations, and it is not contemplated that the Committee will have any responsibility except as specific problems may be assigned to it from time to time. It seems desirable, however, to have an efficient committee to which problems concerning research may be so assigned as occasion arises.

Beyond this, it is hoped that the Committee on its own initiative will survey the field of research within the Department in any such phase of research itself, or of administrative adjustment as the results of the Department's operations, should be called to my attention as having of general departmental significance requiring study. Committee reports, for example, to the Land Utilization of the various research projects should be helpful in utilizing fully research personnel, right well effect economies in all of the bureaus and be dissertive of careful Departmental consideration.

It is hoped that you will bring to the attention of this Committee any problems that may suggest for its consideration and which you think require coordination or action by my office for the benefit of the Department as a whole. It is hoped that you will also call to the attention of the Committee any phases of research now under way in the Department, or that you think might be undertaken by the Department, that its broad bearing in its relations between as to warrant consideration as matters of departmental policy.

Sincerely yours,

Secretary.

OFFICE OF
THE SECRETARY OF AGRICULTURE

Kidney —
Freeman —
Knight —
Tuthill —
Sardine
Field
Strong —

Cut in 5 ways ?

O.K.
Roth

Ask with
Peters & Land

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 7, 1937

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The Committee on Scientific Research designated in your memorandum of March 26, 1937, has met and considered the questions you raised.

In the opinion of this group, it seems desirable to establish a permanent committee which might well be designated as an "Advisory Committee on Research." It was further the opinion that the Advisory Committee should not be given responsibility in connection with the ordinary conduct or administration of research, but should be available when needed on specific problems. Further, that the Committee might well survey the field of research and elements in its administration with a view to finding any such elements that might be modified for the good of the program.

The enclosed draft of a memorandum for your signature to Chiefs of Bureaus further indicates the nature of the activities which this group thought it might be desirable to have the Advisory Committee on Research undertake.

It was also the opinion that the Advisory Committee should be small, certainly not over five and probably not more than three. As your Committee, they would have the authority and obligation of obtaining needed assistance on specific questions from any source within the Department where such assistance was available.

In conclusion, some of the subjects that were brought up as things that might be considered by a Committee as of the present were: better means of obtaining well-trained personnel; more adequate retirement policy for research personnel; several questions relating to the uniform-project system; the administration of the Beltsville Research Center in its impacts on research. In addition to these specific items, there was some discussion of what such a Committee might do on broader phases and it was the opinion that something could be done, but this would of course require further consideration.

All members of the Committee concur in these proposals.

Sincerely yours,

E. N. Bressman,
Secretary of Committee.

Dup. No. 620
April 19, 1937
(N)

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

April 30, 1937

FILED
★ MAY-1 1937 M
Please return to the
Secretary's File Room

Memorandum No. 717

Appointment of Assistant Director of Extension Work

Mr. Reuben Brigham has been appointed Assistant Director of Extension Work, effective May 1, 1937.

Dr. C. B. Smith, Chief, Office of Cooperative Extension Work, is authorized to act hereafter for the Director and Assistant Director of Extension Work in their absence.

H A Wallace

Secretary.

Mimeographed
9 a m
4/30/37

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ MAY 6 1937 B
Please return to the
Secretary's File Room

Entered No 653 5/4/37

May 1, 1937

MEMORANDUM NO. 718

(Designating Committee on Vegetables)

In order to unify and develop department work with regard to the vegetable industry, there is hereby designated a Department Committee on Vegetables. This Committee will consider the problems of production, marketing and services which the various agencies now give and can give to the vegetable industry, including inspection, grading, market news service, and specific programs under the Agricultural Adjustment Administration.

The Committee personnel will be as follows:

R. M. Evans, Office of the Secretary, Chairman
F. R. Wilcox, Agricultural Adj. Adm., Vice Chairman
W. G. Meal, Agricultural Adjustment Administration
A. E. Mercker, Agricultural Adjustment Administration
F. F. Elliott, Agricultural Adjustment Administration
O. C. Stine, Bureau of Agricultural Economics
W. A. Sherman, Bureau of Agricultural Economics
W. C. Ockey, Extension Service
E. C. Auchter, Bureau of Plant Industry
Morse Salisbury, Office of Information

A member is also to be designated by Governor Myers of the Farm Credit Administration.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

April 27, 1937.

MEMORANDUM FOR MR. H. R. TOLLEY
Administrator.

The American Farm Bureau Federation has requested the assistance of this Administration in the development of plans to improve the vegetable industry. It is their feeling that during the development of the agricultural program vegetables have been considered as an adjunct to other industries and that they should now have some major consideration.

While the request for assistance has been made to the Agricultural Adjustment Administration, we believe that the vegetable industry is faced with problems, the solution of which can best be found through coordinated activities of several Governmental agencies. We, therefore, recommend that an informal interdepartmental committee be established by the Secretary for the purpose of considering production and marketing problems with representatives of the vegetable and potato industries. It is our thought that such a group should be composed of two representatives from the Division of Marketing and Marketing Agreements; one representative from the Division of Program Planning; two representatives from the Bureau of Agricultural Economics (Messrs. Stine and Sherman have been suggested); one representative from the Agricultural Extension Service (Mr. Ockey); one representative from the Farm Credit Administration; and one representative from the Division of Information.

It is our thought that this committee should develop a definite statement of problems in the vegetable industry and outline the services which the various departments can now give to that industry. Following this work, we suggest that the Farm Bureau organization call in a small group of vegetable growers representing the more important producing areas and that such committee, with the aid of Government representatives, develop detailed plans for procedure. The Farm Bureau or the Department may then deem it advisable to call a national meeting for the purpose of making effective the plans outlined.

F. R. Wilcox

F. R. Wilcox,
Director, Division of Marketing & Marketing Agreements.

Mr Appleby

If, as Wilcox says, the Committee could consider production and marketing problems, and could outline the various services which the various Departments can now give, I believe the Committee should be constituted as follows:

1 Mr. Evans, Secy's Office, Chairman
2 Mr. Wilcox } A.A.A.
3 Mr. Elliott
4 Mr. Stedman
5 Dr. Auchter, B.A.E.
6 Mr. Sherman } B.A.E.
7 Dr. Stine
8 Mr. Silsbury, Weather Bu.
9 One man, Farm Credit

Inspection grading market news service

However, if the main idea is to study what A.A.A. could do for the industry, I cannot agree with Howard's suggestion. I wonder if Howard has considered the matter in this light? While Wilcox's memo. states the first assumption, my guess is to be the second in mind.

M.L.E.

Form A. A. A.-56

AGRICULTURAL ADJUSTMENT ADMINISTRATION

16—3226

MEMORANDUM

Mr. Evans: I endorse Mr. Wilcox's recommendation herewith. If the Secy approves, I should like to ask Mr. Wilcox to select the group of Dept. people and act as chairman thereof.

HRT
4-28-37

Ordered May 26

May 21, 1937

FILED
MAY 20 1937 M
Please return to the
Secretary's File Room

Memorandum No. 719

Establishment of Department Committee on Seed Policy

In order to bring together information from the various bureaus concerned with the use of large quantities of seed and to establish a general seed policy in this Department, I appoint the committee listed below with the request that they consider: (1) Proposed revisions of the Federal Seed Act, (2) Improvement of the Seed Verification Service, and (3) Major policies of this Department in regard to seed. The committee will forward to me as early as possible its recommendations in regard to the Federal Seed Act and Seed Verification Service. All other Department seed committees are hereby abolished.

E. N. Bressman, Office of the Secretary, Chairman
Reuben Brigham, Extension Service
W. R. Chapline, Forest Service
J. F. Cox, Agricultural Adjustment Administration
R. F. Hendrickson, Bureau of Agricultural Economics
E. R. Henson, Resettlement Administration
M. A. McCall, Bureau of Plant Industry
A. T. Semple, Soil Conservation Service

[redacted],

H A Wallace

Secretary.

Enclosure

5/2-1.

All bureaus having important programs involving research are included & no personnel dealing directly with seed trade is included.

E. N. B.

Secretary

Chiefs of Bureaus

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Ordered No 951 2/1/40

January 31, 1940

MEMORANDUM NO. 719, SUPPLEMENT 1
(Also supplementing Memorandums No. 777, 780, 792 and 816)

(Terminating the Department Seed Policy Committee)

The Department Seed Policy Committee, created by Memorandum No. 719 and supplemented by Memorandums No. 777, 780, 792 and 816, is hereby terminated.

H A Wallace
Secretary of Agriculture

DEPARTMENT OF AGRICULTURE

WASHINGTON

June 4, 1937.

MEMORANDUM NO. 720

Secretary's Correspondence

Ordered No. 739 6/4/37

FILED
JUN - 5 1937 M
Please return to the
Secretary's File Room

There is attached a copy of a "green jacket" (Form No. AD-114) to be used in connection with letters originating in the various bureaus and offices for the signature of the Secretary, Under Secretary, Assistant Secretary and other members of the Secretary's Office.

This form should not be confused with the "pink jacket" now being used by the Secretary's File Room on incoming letters referred to the various bureaus and offices for preparation of replies for the signature of the above officers. The "green jacket" should be properly filled out by the preparing bureau or office and placed on top of all letters submitted to the Secretary's Office for signature. In other words the "green jacket" is to be placed on letters originating in the bureaus and on replies to incoming letters not bearing the "pink jacket". All such letters should be sent through the Secretary's File Room for record.

After the letters have been signed and issued, the "green jacket" will be retained by the Secretary's File Room. The established practice for handling the file copies is unchanged.

It is suggested that the bureaus number each jacket and retain a copy for their record, which will no doubt aid materially in tracing correspondence.

Supplies of these forms may be obtained from the Central Supply Section.

H A Wallace

Secretary.

MEMORANDUM NO.

Secretary's Correspondence

There is attached a copy of a "green jacket" (Form No. AD-114) to be used in connection with letters originating in the various bureaus and offices for the signature of the Secretary, Under Secretary, Assistant Secretary and other members of the Secretary's Office.

This form should not be confused with the "pink jacket" now being used by the Secretary's File Room on incoming letters referred to the various bureaus and offices for preparation of replies for the signature of the above officers. The green jacket should be properly filled out by the preparing bureau or office and placed on top of all letters (~~except those already bearing a "pink jacket"~~) submitted to the Secretary's Office for signature. All such letters should be sent through the Secretary's File Room for record. After the letters have been signed and issued, the "green jacket" will be retained by the Secretary's File Room. The established practice for handling the file copies is unchanged.

It is suggested that the bureaus number each jacket and retain a copy for their record, which will no doubt aid materially in tracing correspondence.

Supplies of these forms may be obtained from the Central Supply Section.

In other words the green jacket is to be placed on letters originating in the Secretary and other bureaus; ~~All~~ letters ~~not bearing~~ pink jackets.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 3, 1937

Ordered No 740 6/4/37

FILED
Please return to the
Secretary's File Room

MEMORANDUM NO. 721

With reference to my memorandum No. 718 designating a Committee on Vegetables, I am designating Miss Charlotte Chatfield of the Bureau of Home Economics as an additional member.

H A Wallace

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF HOME ECONOMICS
WASHINGTON, D. C.

Spoke to F. R. Wilcox: What say?

May 26, 1937.

MEMORANDUM TO MR. PAUL H. APPLEBY
Assistant to the Secretary

Dear Mr. Appleby:

In memorandum No. 718, designating the Committee on Vegetables, I note there is no representative from this Bureau on that committee.

I am not sure of the purpose of this committee, but believe there should be representatives interested in the utilization of vegetables. Also, Miss Charlotte Chatfield of this Bureau is working on the composition of vegetables, has a bulletin on the subject, a copy of which I am enclosing, and is now collecting data on the mineral content of vegetables with special reference to variation under different conditions of production. This type of work is very pertinent, I would say, to any advance in vegetable production. So, if it is in order, I would like to suggest that Miss Chatfield be added as a member of this committee, and if possible also Doctor Florance King who is in charge of the work on the study of consumer quality of vegetables and directs the studies on utilization. If it is a question of only one, I believe it would be wiser to appoint Miss Chatfield, since her work is more fundamental and she could keep in touch with what Doctor King's section is doing.

Sincerely yours,

Louise Stanley

Louise Stanley
Chief.

LS:KO

Returned by L.S.

DEPARTMENT OF AGRICULTURE

WASHINGTON

June 11, 1937.

FILED
★ JUN 21 1937
Please return to the
Secretary's File Room

MEMORANDUM NO. 722

Observance of Laws and Regulations

The administrative officers of the Department, including its various bureaus and offices, are devoting increasing amounts of time and thought to the development of regulations and procedural instructions designed to supply essential control, advice, and assistance in the performance of the vast and complex operations with which we are charged. The need for this is recognized by interested officers and employees throughout the entire Department, and splendid cooperation and many helpful suggestions have been received from a variety of sources. With the rapid expansion of our activities, the introduction of new projects involving practices for which no background of operating experience exists, and the employment of persons whose familiarity with Government routine is limited, it is not surprising that many difficult problems have developed which admittedly have resulted at times in delay, interference, and embarrassment to the work. The major difficulties experienced in the past have been surmounted, however, and while some degree of difficulty is inherent in government operations, with the continued intelligent and helpful cooperation of the officials of this and other governmental agencies it is believed that no impassable barriers to the performance of the necessary functions will be encountered.

Inquiries made by the investigational staffs of the Department and of the General Accounting Office have revealed that in a limited number of cases officials and employees have attempted to provide "easy" solutions of some of the operating problems encountered in their work. The evidence usually indicates that these actions have provided no personal benefit to the individuals concerned but on the contrary have been intended to expedite the performance of Government business, often with consequent reduction in the expenditure of public funds. While the Department commends constant endeavor on the part of all employees to devise ways and means for expediting the transaction of business and to reduce unnecessary "red-tape", it is apparent that the persons responsible do not recognize the serious implications of such actions when they involve disregard of legal or other properly constituted restrictions. In such cases they violate laws and regulations designed to provide for orderly processes of government, and the responsible supervisory officials of the Department and of its bureaus and offices can

not condone such transactions, however well intentioned. Detection must necessarily result in the imposition of penalties which may sometimes seem of unwarranted severity in the light of the motives involved.

Investigations which have been made indicate also that in a very minor number of instances members of the Department staff have deliberately violated laws and regulations to permit the accomplishment of objectives known to be prohibited, to avoid the time and effort required to conduct the business in the approved fashion, and for other purposes. The policy of the Department in handling such cases is well known.

The approved procedures constitute the only legal, effective and really expeditious methods of conducting Department business, It is the policy of the Department to constantly review the current administrative, personnel, fiscal and property requirements to the end that operations may always be on the best basis permitted by existing law. If authorized procedures, whether by law, regulation or requirement, seem, without due warrant therefor, to prevent the expeditious transaction of the business with which any employee is charged, the remedy lies, as pointed out to the staff of the Department when the revised Regulations were issued July 1, 1936, in reporting such matters, through bureau channels to this office, in order that determinations may be made whether the requirements can or should be modified.

The purpose of this memorandum is to make clear that while the Department welcomes all proper efforts to improve existing requirements it cannot sanction their disregard, whatever the intent may be of those who become involved in such transactions.

H A Wallace

Secretary.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

June 11, 1937.

MEMORANDUM FOR MR. APPLEBY:

Evidence of fiscal and other irregularities on the part of Department employees is constantly being developed by the investigational unit and it is the feeling of that unit that the volume of such evidence is only restricted by the limitations in the number of investigations made. It is, of course, imperative to attack this problem from as many angles as possible, and the attached file represents two efforts.

The first is in the form of letters prepared by Mr. Forster for the signature of the Secretary addressed to the chiefs of bureaus. The purpose of these letters is to emphasize the responsibility of the chiefs of bureaus in the matter of direct supervision and also to correct conditions in the matter of reporting irregularities and the infliction of penalties. Similar letters have been prepared in the past, but it seems necessary to make periodical efforts to keep these subjects active.

The second effort is in the form of a proposed Secretary's Memorandum, prepared in the Office of Budget and Finance, to be widely distributed throughout the Department. The tone of this communication takes into account the general character of distribution proposed for it and the impossibility of preventing such a communication from becoming public. The mild tone of this communication may make it ineffective in those cases of willful and deliberate violators, but it is hoped that it will tend to deter, and therefore keep out of trouble some of the well-intentioned people who strain beyond the point of tolerance in cutting corners fiscally to get things done.

W. W. Stockberger
Director of Personnel.

W. A. Jump
Director of Finance.

Enclosures.

CONFIDENTIAL

June 1 1, 1937

MEMORANDUM FOR CHIEF
BUREAU OF AGRICULTURAL ENGINEERING

Dear Mr. McCrory:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1 1, 1937

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed) H A Wallace

Secretary.

CFF:MCC
3-18-37

CONFIDENTIAL

June 11, 1937

MEMORANDUM FOR CHIEF
BUREAU OF ANIMAL INDUSTRY

Dear Doctor Mohler:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

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CONFIDENTIAL

June 11, 1937

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It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

Sincerely,

Secretary's File Room
(signed)

Acknowledged

CONFIDENTIAL

June 1 1, 1937.

MEMORANDUM FOR CHIEF
BUREAU OF BIOLOGICAL SURVEY

Dear Doctor Gabrielson:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1 1, 1937.

Dear Doctor Canfield:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of receipted bills on vouchers for the purpose of effecting payment for purchases of supplies and equipment, the presentation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving responsibility to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

CTT:FCC
3-19-37

CONFIDENTIAL

June 1 1, 1937.)

MEMORANDUM FOR CHIEF
BUREAU OF CHEMISTRY AND SOILS

Dear Doctor Knight:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

[illegible] June 13, 1977

[illegible]

[illegible]

Dear Doctor Knight:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of workers' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the presentation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their reports on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the application by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

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It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

June 1 1 1937.

CONFIDENTIAL

MEMORANDUM FOR CHIEF
FOOD AND DRUG ADMINISTRATION

Dear Mr. Campbell:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

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Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

CVV:MC
3-13-37

June 11, 1937.

CONFIDENTIAL

MEMORANDUM FOR DIRECTOR OF EXTENSION

Dear Doctor Warburton:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1 1, 1937.

CONFIDENTIAL

[illegible]

Dear Doctor [illegible]:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of veterans' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to evade the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureau to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also commit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigation. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to arrest or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the examining by you of supervisits recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

CTF:lmb
8-19-37

June 1, 1937

CONFIDENTIAL

MEMORANDUM FOR CHIEF
OFFICE OF EXPERIMENT STATIONS

Dear Mr. Jardine:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1 1, 1937.

CONFIDENTIAL

Dear Mr. Jardine:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

CWT:lmb
3-19-37

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, correspondence with all of the pertinent facts and records, plus a recommendation concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

(Signed)

Secretary's File Room

Secretary.

3-13-37

June 11, 1937

CONFIDENTIAL

MEMORANDUM FOR CHIEF
BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

Dear Mr. Strong:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 2, 1937

[illegible]

[illegible]

[illegible]

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

CTF:HCC
3-19-37

with two recently come to my attention have been dated from ten to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureau is, of course, entirely unwarranted. If these cases are properly reported to my office, recommended with all of the pertinent facts and reasons, with a recommendation concisely relating the essential facts, and with your recommendation, every effort will be made by my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems unavoidable to divert attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that always be all effective controls are available at all times.

Sincerely,

(Signed)
Secretary's File Room

M O Mellon

Secretary.

June 11, 1937.

CONFIDENTIAL

MEMORANDUM FOR CHIEF
BUREAU OF DAIRY INDUSTRY

Dear Mr. Reed:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1, 1937

Dear Mr. Ward:

Recently several cases of fixed fire extinguishers involving employees of the Government have come to my attention. These fire extinguishers, consisting of fluctuating ounces on pay-rolls, the placing of vendors' cases on pay-rolls for the purpose of effecting payment for purchases of supplies and equipment, the granting and withholding for payment of incorrectly and falsely stated purchase vouchers, and the so-called solicitation or purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the Indian Service must be reported promptly and fully by the persons to my office and by the Department to the General Accounting Office. It is essential that the persons not only report to my office immediately any fiscal irregularities which come to their attention, but also insist to my office within a reasonable period their reasons to any irregularities which have been discovered or investigated by the Office of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of supplemental recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the pertinent data have been submitted or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. General recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

OTP:MCC
5-19-37

June 11 1937.

CONFIDENTIAL

MEMORANDUM FOR CHIEF
COMMODITY EXCHANGE ADMINISTRATION

Dear Doctor Devel:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1, 1937.

CONFIDENTIAL

Dear Doctor Lyon:

Recently several cases of flagrant irresponsibility involving employees of the Department have come to my attention. These have involved the placing of fictitious names on payrolls, the placing of relatives' names on payrolls for the purpose of effecting payments for purchases of supplies and equipment, the presentation and redemption for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the executing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Comptroller to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, but it would be advantageous to both the Department and the General Accounting Office to have the responsible bureau confer with the investigator's report a statement showing the action which the bureau has taken or will take to correct or obviate the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved. I wish to emphasize the importance of your submitting such recommendations at promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of significant irregularities of long standing. Specific recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely.

Secretary's File Room

(Signed)

H A Wallace

Secretary.

CTV:MLC
3-19-37

O.P.

CONFIDENTIAL June 11 1937.

MEMORANDUM FOR CHIEF
COAST SERVICE

Dear Mr. Silcox:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1 1, 1937.

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

GWP:MGC
3-19-37

Secretary's File Room
(Signed)

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

CTT:MCC
3-19-37

June 11, 1937.

CONFIDENTIAL

MEMORANDUM FOR CHIEF
BUREAU OF [illegible]

Dear Mr. Richey:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

CONFIDENTIAL

June 13, 1939

[illegible]

[illegible]

Dear Mr. [illegible]:

[illegible] several cases of flagrant type violations involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the padding of vouchers' items on journals for the purpose of effecting payment for purchases of supplies and equipment, the granting [illegible] and submission for payment of inaccurately and falsely executed vouchers, and the unauthorized splitting of purchase vouchers to avoid the necessity of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureau to my office and by the Department to the proper Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the initiation of investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the proper Accounting Office, and it would be elsewhere in both the Department and the proper Accounting Office to keep [illegible] consulting with the investigator's request a reasonable showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the initiation by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations or promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of criminal investigation [illegible] of your bureau. Informal recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

CFT:[illegible]
3-19-37

June 1 1 1937.

CONFIDENTIAL

MEMORANDUM FOR CHIEF
SOIL CONSERVATION SERVICE

Dear Doctor Bennett:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 11 1937.

CONFIDENTIAL

Dear Doctor Emmett:

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Rural)

H. A. Wallace

Secretary.

CTP:lmb
8-19-37

within DATE recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the Bureau is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendations, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the Bureau officials to provide the safeguards essential for the protection of public interests. The observation of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Assistant Director

Secretary.

WTT:lab
2-13-47

June 1 1, 1937.

CONFIDENTIAL

MEMORANDUM FOR CHIEF
BUREAU OF PUBLIC ROADS

Dear Doctor MacDonald:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1 1. 1937.

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matterof major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

CF:MLC
3-13-37

which have recently come to my attention have been cited from two to five months after committing or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the Bureau is, of course, extremely unfortunate. If these cases are promptly resolved to my office, accompanied with all of the pertinent facts and reports, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the Bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

Secretary.

DTN:MGC
3-13-57

June 1 1, 1937.

CONFIDENTIAL

MEMORANDUM FOR ADMINISTRATOR
RESETTLEMENT ADMINISTRATION

Dear Doctor Alexander:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1, 1937

CONFIDENTIAL

Dear Doctor Alexander:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the assistance by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of accountant involving employees of your bureau. Several recommendations for the imposition of penalties

June 1 1.1937)

CONFIDENTIAL

MEMORANDUM FOR CHIEF
[redacted]

Dear Mr. Gregg:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1, 1944

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H A Wallace

Secretary.

CTF:VGC
3-19-37

June 1 1. 1937.

CONFIDENTIAL

MEMORANDUM FOR ADMINISTRATOR
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Dear Mr. Tolley:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1, 1937.

CONFIDENTIAL

[illegible]
ADMINISTRATIVE ASSISTANT TO THE ADMINISTRATION

Dear Mr. Tolley:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vacation names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the presentation and subsequent acceptance for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigation. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of promptly submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

(Signed)

H. A. Wallace

Secretary.

CWT:MCC
3-18-37

File returned to Mr. Forster

which have recently come to my attention have been dated from two to five months after cessation or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, reconsidered with all of the pertinent facts and reasons, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely desirable to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibility of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary.

File returned to

June 11, 1937.

CONFIDENTIAL

MEMORANDUM FOR CHIEF
BUREAU OF AGRICULTURAL ECONOMICS

Dear Doctor Black:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1 1, 1937.

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It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

H A Wallace

Secretary.

CTF:VCC
3-18-37

which have recently come to my attention have been noted from two to five months after commission or discovery of the need for disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a recommendation concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 5, 1937

FILED
JUN 17 1937 M
Please return to the
Secretary's File Room

MEMORANDUM NO. 723

(Amendment to Memorandum No. 712)

In accord with recommendations from Dr. Mohler, Chairman of the department Poultry Committee established in Memorandum No. 712, dated March 2, 1937, I am designating Mr. W. D. Termohlen of the AAA as Vice Chairman of that committee, Mr. Berley Winton of the Bureau of Animal Industry as Recording Secretary and Mr. H. L. Shrader of the Extension Service as Executive Secretary.

H A Wallace

Secretary

Form A-4b

BUREAU OF ANIMAL INDUSTRY

(Date) June 3/ 1917.

Referred, for action checked, to

Mr. Paul Appleby
Copy to Baby Walker

------	Approval.*	/	Mailing.
------	Attention.	------	Memorandum.*
------	Comment.*	------	Note and return.*
------	Compliance.	------	Note and file.
------	Conference.	------	Previous correspondence.
------	Consideration.	------	Recommendation.*
------	Correction.	------	Record.
------	Disposition.	------	Refer to ----------
------	Examination.	------	RUSH.
------	Explanation.*	------	Reply for signature of ------
------	Filing.		----------
------	Indicate what action taken.*	------	Signature.
------	Initials.	------	Suggestions.
------	Instructions.*	------	To be rewritten.
------	Investigation.	------	Your information.

*See Acting Chief of Bureau's circular letter of April 11, 1916.

If you have any changes or additions to offer I shall be glad to comply therewith.

J. K. M.
(Initials of sender.)

GPO 8—3949

A-1.093

DEPARTMENT OF AGRICULTURE
BUREAU OF ANIMAL INDUSTRY
WASHINGTON, D. C.

June 3, 1937.

Memorandum to the Secretary.

Dear Mr. Secretary:

At a meeting this afternoon of the Department's Poultry Committee it was the consensus of opinion that this Committee be further organized to include a vice chairman, a recording secretary, and an executive secretary. The personnel to be selected for these places was not discussed, but it is my recommendation that Memorandum No. 712, dated March 2, 1937, be supplemented by naming Mr. W. D. Termohlen, AAA, as Vice Chairman, Mr. Berley Winton, Bureau of Animal Industry, as Recording Secretary, and Mr. H. L. Shrader, Extension Service, as Executive Secretary.

I have already discussed the selection of the first and third individuals with Mr. Appleby and as Mr. Shrader is under Dr. Warburton I have received the approval of the latter for the loan of Mr. Shrader for at least a temporary period or until funds can be obtained for the employment of some one else. Mr. Heaton of Chicago was in the other day and spoke very highly of Mr. Shrader (whom of course I know personally) and further stated it would meet with the unanimous approval of that portion of the poultry industry which he contacts. The fact that Mr. Shrader is a member of the Extension Service under the Secretary's Office and not a member of any Bureau is an additional reason for my recommendation.

Very truly yours,

J. R. Mohler,
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Ordered No 9- 7/6/37

FILED
JUL 6 1937
Please return to the Secretary's File Room

July 1, 1937.
~~June , 1937.~~

MEMORANDUM NO. 724

Resettlement Administration

Pursuant to the authority delegated to me in Executive Order No. 7530 of December 31, 1936, as amended, it is hereby ordered that the provisions of Memorandum No. 715 of March 31, 1937, as amended, shall continue in force and effect (unless otherwise hereinbefore specifically provided) until revoked, provided that:

(1) All appointments and reappointments (including promotions, demotions, terminations and all other changes in status) in the field service of the Resettlement Administration where the salaries of the appointees are to be paid out of funds allocated to said Administration for administrative expenses, shall be made by the Office of Personnel of the Department of Agriculture. No person so appointed shall be required to take any oath of office before entering upon the discharge of his duties or before receiving compensation for services performed either under an original appointment or pursuant to any subsequent appointment actions taken after his original appointment; provided, that an oath of office shall be required where the official station of such appointee shall be changed to the seat of the Government.

(2) Subparagraph "e" of paragraph "1" of said Memorandum is hereby amended so as to authorize the Administrator of the Resettlement Administration to sign letters of authorization covering transfers of official station.

H A Wallace

Secretary.

ly 6, 1937.

CULTURE
ON

~~Mr. Nelson: Re attached.~~

I have ordered the memorandum duplicated;
if you do not wish to retain these papers,
please have them sent to the Secretary's
File Room. Thank you.

IN REPLY REFER TO

NS,

Miss Rest.

—

Dear Spike:

As you are probably aware the provisions of Secretary's Memorandum No. 715 expired June 30, 1937.

Attached hereto is a proposed Memorandum extending these provisions for an indefinite period with two modifications:

1 Personnel actions regarding field personnel who are paid from administrative funds are to be cleared through the Director of the Personnel Office, Department of Agriculture, and no oath of office need to taken by such personnel unless the official station is changed to Washington.

2 The Administrator is given the authority to sign letters of authorization governing transfers of official station.

Sincerely,

C B Baldwin

Assistant Administrator

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
RESETTLEMENT ADMINISTRATION
OFFICE OF THE ADMINISTRATOR
WASHINGTON
July 6, 1937

IN REPLY REFER TO

MEMORANDUM FOR MR. R. M. EVANS,
OFFICE OF THE SECRETARY

Dear Spike:

As you are probably aware the provisions of Secretary's Memorandum No. 715 expired June 30, 1937.

Attached hereto is a proposed Memorandum extending these provisions for an indefinite period with two modifications:

1 Personnel actions regarding field personnel who are paid from administrative funds are to be cleared through the Director of the Personnel Office, Department of Agriculture, and no oath of office need to taken by such personnel unless the official station is changed to Washington.

2 The Administrator is given the authority to sign letters of authorization governing transfers of official station.

Sincerely,

C B Baldwin

Assistant Administrator

Attachment

C
O
P
Y

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON D C

July 12, 1937

Memorandum No. 725

Coordination of Land Use Planning Activities

I am glad to announce that all branches of the Department which are concerned with land-use planning and related activities have unanimously recommended, after detailed study and discussion, that a central office for the coordination of land-use planning, land policy, and land survey activities be established as a part of the Office of the Secretary. This recommendation expresses a very real desire to avoid duplication and confusion -- to have, instead, cooperation all along the line in achieving common objectives.

At the earliest opportunity the Secretary will recommend that the Congress provide permanently for the necessary machinery and personnel. In the meantime, we can, by fairly simple methods of cooperation, begin to accomplish all the desirable ends which are contained in the report of the departmental group that has given so much thought to this problem.

I think anyone who cares to study the matter will acknowledge that there has been a surprisingly small amount of duplication, working at cross purposes, and confusion in the Department, considering the wholly new, extensive, and varied tasks the organization has undertaken in recent years. But we must also acknowledge that the present situation within the Department is not perfect, that we can increase efficiency, and that we can give still better service to agriculture and the public generally. This was recognized by the officials who participated in formulating the following recommendations for the Secretary:

"A. Functions

That a unit be set up in the Office of the Secretary, to deal with the coordination of existing land use planning work and, wherever necessary, to initiate and stimulate land use planning as it relates to the work of the whole Department. This unit should be responsible to the Secretary, but should cooperate with all departmental agencies, units, and bureaus dealing with land use planning. It should consist primarily of a chief, a small technical staff, and liaison representatives from different departmental organizations.

"The chief of the office should be designated Coordinator of Land Use Planning and should be of the same rank as the Directors of Research, Budget and Finance, Extension, etc. The duties and functions of this officer should be as follows:

(1) Represent the Secretary in coordination and, wherever necessary, in stimulating the land use planning work of the Department

(2) Serve as Executive Officer of the Land Policy Committee and take over some of the functions of that Committee, including the clearance and coordination of land purchases.

(3) Serve as Chairman of the Flood Control Advisory Committee; have general supervision of the work of the Flood Control Coordinating Committee; allocate flood control funds. (The Flood Control Coordinating Committee might well become a division of the Office of Land Use Planning.)

(4) Review and coordinate all survey work, and, whenever necessary, initiate:

Aerial Photography
Soil surveys
Erosion Surveys
Flood control surveys
Land use surveys
Forest surveys

Establish uniform standards for the above.

Establish a system of advance clearance on all survey projects so as to eliminate duplication and have the surveys meet the needs of all agencies, especially the action agencies.

(5) Strive to coordinate survey and land use planning work of the Department with that of State agencies.

(6) Represent the Department on all Committees of the National Resources Committee or its successor, the National Resources Planning Board (S. 2700), that have to do with land use planning.

(7) Cooperate with Chiefs of Bureaus in coordinating land use research, and such research with the survey and planning work.

(8) Cooperate with heads of action agencies in coordinating basic land use policies and programs. Cooperate with the necessary action agencies, State agencies, and associations of farmers in developing practical land use plans on a county or watershed basis, such land use plans to serve as the criteria for integrated Federal aid to agriculture in the county or watershed.

(9) Serve as a member of the Secretary's Coordinating Committee.

"B. Staff

The Coordinator of Land Use Planning should be supplied with a small staff of full time, high grade men. For the present this staff might range from six to a dozen men, depending upon the detailed plans to be worked out by the Coordinator.

"C. Liaison Representatives of the Various Agencies Concerned with Land planning.

Each agency in the Department concerned with land planning should be requested to designate a liaison representative whose salary should be paid by the organization which he represents, and who should devote such time as may be required to the work of the Office of Land Use Planning. The Liaison representative would be at the call of the Coordinator of Land Use Planning.

"D. Finances

It will be necessary to set up a budget for the Office of Land Use Planning. It is assumed that the various agencies concerned will make contributions toward this budget. It is recommended that the work of the Division of Farm Management and Rural Life in the Bureau of Agricultural Economics be strengthened so that it can render the necessary service to this work. Further, it is recommended that the Land Use Planning work of the Resettlement Administration be organized so as to render maximum service to the whole Department.

The Department's budget for 1939 should include at least a small estimate for the Office of Land Use Planning, so as to place the nucleus of the central staff on a permanent basis. But for the time being, most of the personnel and other costs should be met by the cooperating agencies."

I am sure all members of the Department will agree that this program should be put into effect at once. This can be done by designating one of the present officials of the Department as Coordinator of Land Use Planning, by delegating to him the authority and responsibilities set forth in the report, and then by asking all agencies concerned to cooperate in every possible way with the Coordinator.

I am therefore designating as Coordinator M. S. Eisenhower who, in addition to his work as Director of Information, has served for the past several years as a member of the Secretary's staff on administrative and policy coordination and as chairman of the Flood Control Advisory Committee. It is only fair to Mr. Eisenhower to have it generally known that the Secretary and I have persuaded him to undertake this task, even though he is extremely reluctant to cut himself loose entirely from the work he has handled heretofore. We have therefore agreed to his request that he undertake these new duties, for the time being at least, on a temporary basis, with the privilege of returning full time to his previous duties after the methods and procedures of coordination have been established and systematized.

Each of the following agencies should confer as soon as possible with Mr. Eisenhower, arrange for the detail of such staff members as may be necessary, and designate a liaison representative: Agricultural Adjustment Administration, Resettlement Administration, Bureau of Agricultural Economics, Extension Service, Soil Conservation Service, Bureau of Chemistry and Soils, Forest Service, Bureau of Biological Survey, and the Bureau of Public Roads.

I want to express to the more than thirty officials who participated in the conferences on this matter the deep appreciation of the Secretary and myself for their constructive, cooperative attitude and valuable suggestions, and to thank H. R. Tolley, A. G. Black, Ernest Wiecking, E. H. Clapp, and Dillon S. Myer for drafting the final report which now is given effect in the functions of the Coordinator of Land Use Planning.

/s/ M. L. WILSON

Acting Secretary